

Personnel

ANG SPECIAL TROPHIES AND AWARDS

This Air National Guard Instruction implements the policy standards in AFPD 36-28. It outlines the ANG special trophies and awards available to ANG members and units. Additional procedures for the submission of AF special trophies and awards are also identified.

SUMMARY OF CHANGES

This is the initial publication of ANGI 36-2802 which supersedes ANGR 900-2.

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Chapter 1

INTRODUCTION

1.1. References, Abbreviations, Acronyms, and Terms. See attachment 1.

1.2. General Policy. Special trophies and awards are presented to deserving individuals and units in recognition of acts of bravery, outstanding achievements, or periods of meritorious service. This recognition also helps to promote "esprit de corps," pride in self, unit, and state, and contributes to a high standard of operational readiness.

1.2.1. Commanders should maintain and encourage a continuous interest in the special trophies and awards programs. A periodic review of achievements should be made by commanders, staff officers, and supervisors to ensure proper consideration of deserving members and units.

1.2.2. Special trophies and awards programs will be

monitored by the Air National Guard Readiness Center, Awards and Decorations Branch (ANG/MPPSA).

1.3. Wartime Guidance. Programs governed by this instruction will continue during conflicts below the level of declared war. In the event of national emergency declared by Congress or the President of the United States, programs sponsored by the Air Force, National Guard Bureau, and private organizations may be suspended.

1.3.1. During declared war, the Chief, National Guard Bureau determines whether to suspend Air National Guard support for private organizations' awards.

1.3.2. During contingencies, ANG/MPPSA/ will advise the Chief, National Guard Bureau, units, and

private organizations about suspending or continuing these programs.

1.4. Funding. Awards must be of nominal value. Awards may not be redeemable for cash, merchandise, or services. Refer to AFI 65-601, volume 1, *Budget Guidance and Procedures*, for further guidance regarding funding for award elements.

1.5. ANG Unique Special Trophies and Awards. Each ANG unique special trophy and award is identified by the Office of Primary Responsibility (OPR) for that special trophy or award.

1.5.1. Attachment 2 gives an overview of most special trophies and awards available to ANG members and units. Attachment 2 does not list all special trophies and awards available but those that are the most commonly submitted for consideration. Nomination for any special trophy or award not listed in attachment 2 must be coordinated with ANG/MPPSA for special nomination and submission instructions.

1.6. ANG Nominees for Air Force or Private Organization Awards Programs. Individual and unit nominees selected by the NGB for Air Force or Private Organization Awards Programs will, in most cases, also be recognized as the best in the ANG. Recognition will consist of an ANG award plaque or trophy and a congratulatory letter from the Director, Air National Guard.

1.7. Establishment and Coordination of New Special Trophies or Awards Programs. Requests to establish a new ANG award program should be completed in accordance with Special Trophies and Award Proposal (attachment 3) and submitted to ANG/MPPSA, 3500 Fetchet Avenue, Andrews AFB, MD 20762-5157. ANG/MPPSA will forward the proposal to the appropriate ANG OPR for evaluation and Director, Air National Guard for final determination.

1.8. Eligibility Criteria for Awards. Eligibility criteria for most special trophies and award programs are located in Chapters 3 through 16 of this instruction. Attachment 2 lists inclusive dates and due dates for nominations to be submitted for all Air Force and ANG programs monitored by ANG/MPPSA.

1.8.1. Criteria for awards not covered by this instruction are announced by the award sponsor, normally by letter or message. ANG/MPPSA, in

coordination with the ANG OPR, will forward available information to ANG units.

1.8.2. Commanders are encouraged to review attachment 2 of this instruction to ensure individuals and units are nominated for the awards for which they are deserving and eligible to compete.

1.9. Special Trophies and Awards Boards. Each Special Trophies and Awards Board (hereafter referred to as board) will consider all nominations for awards.

1.9.1. Board membership will be determined by the functional area OPR. Whenever possible, ANG Assistants and Advisors should be included in the selection process. Membership will be determined by the requirements of each board.

1.9.2. The board president will be the senior member of the board and will, in most cases, hold the rank of lieutenant colonel or higher. Board members will be officers, senior noncommissioned officers, or civilians (with expertise in field of award) assigned to ANGRC, NGB, and its Operating Locations and Detachments.

EXCEPTION: Junior enlisted members may serve on the board for selection of the Twelve Outstanding Airmen of the Year.

1.9.3. The board's recommendations will be forwarded to the Director, Air National Guard for approval.

1.10. Announcement of Recipients and Nominees. The Director, Air National Guard will announce ANG award recipients and ANG nominees for Air Force level awards programs.

1.10.1. Nomination packages of ANG nominees for Air Force awards programs, approved by the Director, Air National Guard, will be forwarded by ANG/MPPSA to AFMPC, the appropriate Air Force OPR, or other agencies for competition.

1.10.2. The functional OPR for each ANG unique awards program will determine appropriate presentation of the award plaque or trophy.

1.10.3. Commanders are strongly encouraged to seek command/internal publicity for the accomplishments of their unit and assigned personnel. Appropriate publicity includes commander's calls, unit newspapers, etc.

1.11. Local Awards Programs. Commanders are strongly encouraged to establish local awards and personnel recognition programs such as Airman of the Month, Junior Officer of the Quarter, etc.

Chapter 2

NOMINATION PREPARATION

2.1 Preparing Nominations:

2.1.1. Always refer to the prescribing directive when preparing nominations for Air Force special trophies and awards.

2.1.2. ANG-unique requirements for submission of any Air Force special trophy or award are provided in a note following the identifying paragraph in this publication.

2.1.3. Use the AF Form 1206, Nomination for Award, when required in the award description. Use bullet or point-paper format, not running narrative. Avoid flowery prose and unnecessary words. State the facts. Do not sign the AF Form 1206. See attachment 4 for an example of the AF Form 1206.

2.1.4. For awards requiring the write-up be placed on bond paper, limit each write-up to the length cited in the instructions for the award and follow the prescribed format.

2.1.5. Use the format in attachment 5 when biographies are required.

2.1.6. Use the format in attachment 6a or 6b when citations are required.

2.1.7. Use the format in attachment 7 when fact sheets are required.

2.1.8. Submit an original and five complete copies of each nomination package unless otherwise stated.

2.1.9. Each nomination must include an indorsement by the state adjutant general or designated representative. Nomination packages

received without the required indorsement will be returned to the state headquarters without action.

2.1.10. Follow photographic requirements in the description of the award. When a head and torso view is required, the member may stand or sit and face the camera directly at a 30- to 45-degree angle to the right so the left shoulder is toward the camera. Fold hands in front, right over left, resting on a support at approximately the level of the second button from the top of the service dress uniform.

2.1.11. Do not fasten the original nomination with paper clips but place in a folder. Fasten the copies of the nomination with paper clips and place all copies in a separate folder from the original. Do not staple, punch holes, or bind the nomination packages unless specifically required by the governing directive.

2.1.12. Submit nomination packages to ANG/MPPSA, 3500 Fetchet Avenue, Andrews AFB, MD 20762-5157 not later than the prescribed due date unless otherwise stated. Nominations received after the due date will not be considered and will be returned without action.

2.1.13. Nominations for NGB and ANGRC personnel will be forwarded through the appropriate Director or Assistant Director for indorsement to ANG/MPPSA.

2.1.14. Read each special trophy and award criteria thoroughly to ensure eligibility requirements.

Chapter 3

PERSONNEL

SPECIAL TROPHIES AND AWARDS PROGRAMS

3.1. **General Information.** The programs listed in this chapter are programs for which the Director of Personnel (ANG/MPP) is the functional Office of Primary Responsibility (OPR). In some instances, the programs are monitored by the Director of Personnel even though the program applies to all members of the Air National Guard (i.e., Air Force Outstanding Unit Award [AFOUA], and Air Force Organizational Excellence Award [AFOEA]) or only

the flying community (i.e., Spaatz Trophy, Distinguished Flying Unit Plaques, and Outstanding Flying Unit Award).

3.2. **Air Force Special Trophies and Awards.** The following special trophies and awards will be monitored by the Director of Personnel. Refer to chapter 2 of this publication and the publication/paragraph identified for nominating eligibility and submission instructions.

3.2.1. Air Force Association (AFA) Aerospace Awards. Refer to AFI 36-2805.

3.2.1.1. Citation of Honor. Awarded for the most outstanding contribution to national defense significantly exceeding standard performance by either a military member, unit, or group of individuals.

3.2.1.2. Gill Robb Wilson Award. Recognizes the most outstanding contribution to national defense in the field of arts and letters covering a wide range of activities, including writing, speaking, media relations, sculpturing, painting, and so on by either a military member, unit, or group of individuals.

3.2.2. Outstanding AF Personnel Manager of the Year (PMOYA) Award. Recognizes individuals who have made contributions to the military personnel function. Refer to the current Military Personnel Flight Letter (MPFL).

3.2.3. Air Force Sergeants Association (AFSA) Pitsenbarger Award. Recognizes an enlisted member who has performed a heroic act, on- or off-duty, which resulted in the saving of life, or the prevention of serious injury. Refer to AFI 36-2805.

3.2.4. Noncommissioned Officers' Association (NCOA) Vanguard Award. Recognizes a non-commissioned officer who has performed a particularly heroic act, on- or off-duty, which resulted in the saving of a life or the prevention of serious injury. Refer to AFI 36-2805.

3.2.5. Ten Outstanding Young Americans Award. Recipients are chosen for exceptional achievements that have been significant to their profession, communities, states, or the nation. Refer to AFI 36-2805.

3.2.6. Lance P. Sijan USAF Leadership Award. Recognizes the accomplishments of officers and enlisted leaders, at wing level and below, who have demonstrated the highest qualities of leadership in the performance of their duties and the conduct of their lives. Refer to AFI 36-2805.

3.2.7. Air Force Organizational Excellence (AFOEA) Award. (Unnumbered organizations only.) Recognizes acts or services that place the unit's performance significantly above that of other units of similar composition and mission responsibility. Refer to AFI 36-2803 and paragraph 3.4. of this publication.

NOTE: When State Headquarters is being submitted, identify what the headquarters did to support the state's units and not what the units did within the state.

3.2.8. Air Force Outstanding Unit (AFOUA) Award. (Numbered organizations only) Recognizes acts or

services that place the unit's performance significantly above that of other units of similar composition and mission responsibility. Refer to AFI 36-2803 and paragraph 3.4. of this publication.

3.2.9. Team of the Year Award. Each year, the Air Force Association selects a specific enlisted career field for recognition. These individuals are professionals who clearly display superior technical expertise, attract the praise of superiors, and provide leadership and inspiration to their coworkers. Refer to AFI 36-2805.

3.2.10. The Verne Orr Award. Recognizes an Air Force unit that makes the most effective use of human resources. Refer to AFI 36-2805.

3.2.11. The Joan Orr Air Force Spouse of the Year Award. Recognizes spouses of military members for their significant contributions to the Air Force. Refer to AFI 36-2805.

3.2.12. Twelve Outstanding Airmen of the Year (OAY). Recognizes 12 enlisted members in a range of grades, representing a cross section of military career fields. Refer to AFI 36-2805.

NOTES:

1. Submit an original and 6 copies of nomination package.

2. When completing the Fact Sheet, add "CURRENT STATUS" above the "NOMINATED FOR" block. Indicate AGR, Technician, Traditional Guard Member.

3. Units may not nominate individuals who have applied for a commission.

4. Each nomination package must include an indorsement by the state Senior Enlisted Advisor.

3.2.13. AF First Sergeant of the Year Award. Recognizes the important contributions and leadership qualities exhibited by Air Force members in the First Sergeant career field, Special Duty Identifier 8F000. Refer to AFI 36-2805.

3.3. Major Command Special Trophies and Awards. The following special trophies and awards will be monitored by the Director of Personnel. Refer to chapter 2 of this publication and the publication identified for nominating eligibility and submission instructions.

3.3.1. Airlift Association Young Leadership Award. (AMC Operational and Support personnel only) Recognizes twelve individuals who will likely become future leaders within the Air Materiel Command. Refer to AMCR 900-5.

3.4. Air Force Organizational Excellence Award and Air Force Outstanding Unit Award. (See

paragraphs 3.2.7. and 3.2.8. of this instruction.)

3.4.1. Nomination Submission:

3.4.1.1. All requirements identified in AFI 36-2803 will be completed.

3.4.1.2. Submit a cover letter.

3.4.1.3. Include a citation in accordance with attachment 6a.

3.4.1.4. Use one AF Form 1206, front and back, single-spacing. All items addressed should limit the narrative to the current period. Address, if possible, the following areas for the period recommended:

3.4.1.4.1. Performance and accomplishment of exceptionally meritorious service or outstanding achievement of national or international significance.

3.4.1.4.2. Combat operations against an armed enemy of the United States.

3.4.1.4.3. Military operations involving conflict with, or exposure to, hostile actions by an opposing foreign force.

3.4.1.4.4. Give examples of exactly what the organization did, what benefits or results were realized, and how did the benefits or results significantly exceed the expected performance of duty.

3.4.1.4.5. Inspection results:

3.4.1.4.6. Community involvement.

3.4.1.4.7. Deployments/exercises.

3.4.1.4.8. Awards/honors the organization received.

3.4.2. Submission Instructions:

3.4.2.1. Completed nominations must include an indorsement from the state adjutant general or designated representative.

3.4.2.2. Nomination packages must be submitted in an original and five copies.

3.4.2.3. Submit nominations to ANG/MPPSA.

3.5. ANG Outstanding Military Personnel Flight (MPF)/Geographically Separated (GSU) Personnel Offices. These awards recognize the ANG MPF/GSU Personnel Offices that have made significant contributions to Air Force and Air National Guard mission accomplishments. Ten percent of MPFs and ten percent of GSUs will be selected for recognition annually.

3.5.1. The top ANG MPF will be selected to receive the annual Air Force Gerrit D. Foster, Jr., Outstanding Military Personnel Flight Achievement Award in the ANG category.

3.5.2. Eligibility. A MPF/GSU Personnel Office is eligible as long as it has been operating for at least six months of the reporting year.

3.5.3. Inclusive dates of nomination are 1 January

through 31 December.

3.5.4. Nomination Submission:

3.5.4.1. Use one AF Form 1206, front and back, single-spacing. Use bullet format. Prepare the AF Form 1206 using the following guidelines:

3.5.4.1.1. "AWARD" - All nominations will reflect "Gerrit D. Foster, Jr., Outstanding MPF Achievement Award." GSUs will substitute "MPF" for "GSU."

3.5.4.1.2. "CATEGORY" - Group II. All ANG MPFs and GSUs are Group II.

3.5.4.1.3. "AWARD PERIOD" - enter the year covered by the award, i.e., "2001."

3.5.4.1.4. "RANK/NAME OF NOMINEE" - Enter the state and the unit followed by "Military Personnel Flight," i.e., Pennsylvania, 111FG Military Personnel Flight.

3.5.4.1.5. "SSN" - Enter number of units serviced.

3.5.4.1.6. "DAFSC/DUTY TITLE" - Enter military population, broken down by officer, enlisted, and total.

3.5.4.1.7. "MAJCOM" - Gaining major command.

3.5.4.1.8. "UNIT/OFFICE SYMBOL/STREET ADDRESS, AND BASE ZIP CODE" - Self explanatory.

3.5.4.1.9. "TELEPHONE" Enter DSN phone number only.

3.5.4.1.10. "RANK/NAME OF UNIT COMMANDER" - Enter rank, name of MPF Chief, and date assigned to that position.

3.5.4.1.11. "SPECIFIC ACHIEVEMENTS" - Brief, specific statements are in the nominee's best interest. No limit to the type of categories used.

3.5.4.1.11.1. Emphasize facts and specific achievements. Avoid flowery terminology, generalities, and superlatives.

3.5.4.1.11.2. Include quantifiable items that are out of the ordinary and not typical of the majority of MPS.

3.5.4.1.11.3. List each accomplishment separately. Clearly state the period during which the achievement was accomplished and any difficulties or obstacles overcome in accomplishing the act. Show the effect each achievement had or will have on personnel support to serviced units and any tangible or intangible benefits to the ANG or Air Force.

3.5.4.2. Do not send attachments or other extraneous material.

3.5.5. Special Awards Board. An ANG Special Awards Board makes recommendations to the ANG Director for approval.

3.5.6. Statistical Data Review. The following items, provided by various ANG/MP functional areas, may

be considered by the board in addition to the unit narratives (nomination packages from the field will not specifically address these data items):

- 3.5.6.1. Serviced UMD authorizations.
- 3.5.6.2. Assigned strength data.
- 3.5.6.3. Effective manning.
- 3.5.6.4. UMD mismatches.
- 3.5.6.5. Loss cap.
- 3.5.6.6. Reenlistment rate.
- 3.5.6.7. Retention rate.
- 3.5.6.8. OJT effectiveness rate.
- 3.5.6.9. Late submission of DD Form 214.
- 3.5.6.10. Minority strength.
- 3.5.6.11. Female strength.
- 3.5.6.12. Capability assessment reports.
- 3.5.6.13. Weight management inspections.
- 3.5.6.14. Late separation inputs.
- 3.5.6.15. Excess/overgrade manning.
- 3.5.6.16. Unique situations.
- 3.5.7. Submission instructions:
 - 3.5.7.1. States may nominate as many units as are deserving for each award and are encouraged to actively seek nominations from deserving units.
 - 3.5.7.2. Completed nominations must include an indorsement from the state adjutant general or designated representative.
 - 3.5.7.3. Nomination package must be submitted in an original and six copies.
 - 3.5.7.4. Submit nominations to ANG/MPPSA no later than 15 January.

3.6. ANG DEERS/RAPIDS Excellence in Customer Service Award. This award was established to honor and recognize individuals who have made outstanding contributions to the DEERS/RAPIDS programs. The award recognizes those individuals who are performing at exceptional levels. Determination of award is based on documentation maintained in ANGRC/MPPSR.

3.7. Air National Guard Outstanding Retention Office Manager and Unit Career Advisor Awards. These awards were established to recognize and encourage the outstanding accomplishments of Retention Office Managers and Unit Career Advisors.

- 3.7.1. Eligibility. All currently assigned Retention Office Managers and appointed Unit Career Advisors are eligible for nomination of these awards.
- 3.7.2. Inclusive dates of nominations are 1 October through 30 September.
- 3.7.3. Nomination Submission:
 - 3.7.3.1. Use one AF Form 1206, front and back,

single-spacing. Use bullet format. Address, under the headings listed, the following six areas:

- 3.7.3.1.1. Job Knowledge and Leadership Abilities. Must provide specific examples of exceptional leadership and job knowledge in retention. Should address fiscal year's strength management to include programs/projects initiated that had a positive impact on retention rates, to include minority and female retention rates. Provide specific examples of outstanding involvement in Family and Employer Support, Unit Career Advisor training and management, commander support and assistance, and advertising and publicity.
- 3.7.3.1.2. Significant self-improvement. If PME was completed, state whether it was in-residence or by correspondence.
- 3.7.3.1.3. Involvement/leadership in community, social, cultural, and/or religious activities. Include leadership roles and volunteer service.
- 3.7.3.1.4. Air Force, Air National Guard, or civilian awards, prizes, titles, etc.
- 3.7.3.1.5. Articulate and positive spokesperson for the Air Force and the Air National Guard.
- 3.7.3.1.6. Other accomplishments.
- 3.7.3.2. A fact sheet on each nominee, identifying the nominee, containing the information shown, and be in the same format as attachment 7.
- 3.7.3.3. The required biography is limited to two single spaced, typewritten pages in accordance with attachment 5.
- 3.7.3.4. Include a citation in accordance with attachment 6b.
- 3.7.3.5. Submit a Base Level Report of Individual Personnel (RIP) (records review) with each individual nomination.
- 3.7.3.6. Submit two standard print format (4- by 6-inch or closest size) color photographs. One to be head and torso in service dress without headgear and one to be full-length in duty uniform.
- 3.7.4. Submission Instructions:
 - 3.7.4.1. States may submit one nomination for Retention Office Manager and one nomination for Unit Career Advisor.
 - 3.7.4.2. Completed nomination packages will include an indorsement by the state adjutant general or designated representative.
 - 3.7.4.3. Submit nominations in an original and five copies.
 - 3.7.4.4. Submit nominations to the Recruiting and Retention Regional Superintendent no later than 15 December for regional competition.
 - 3.7.4.5. Regional Recruiting and Retention Superintendent will submit the regional recipients for each

category to ANG/MPPSA no later than 15 February for national competition.

3.8. Air National Guard Outstanding Recruiting Office Supervisor Award, Outstanding GSU/MSU Recruiter Award, Outstanding Production Recruiter Award, and Outstanding Rookie Recruiter Award. These awards recognize and encourage the accomplishments and contributions of Air National Guard recruiters.

3.8.1. Eligibility. All Air National Guard Recruiters, with the Special Duty Identifier 8R000, are eligible to compete for these awards.

3.8.2. Inclusive dates of nominations are 1 October through 30 September.

3.8.3. Nomination Submission:

3.8.3.1. Use one AF Form 1206, front and back, single-spacing. Use bullet format. Address, under the headings listed, the following seven areas.

3.8.3.1.1. Job Knowledge and Leadership Abilities. Must provide specific examples of exceptional leadership and job knowledge in recruiting. Sustained contributions of recruiting in critical AFSCs, and especially "hard to fill" AFSCs. What involvement has the individual had in advertising and publicity in your state? How are formal presentations accomplished? How did the Recruiter assist in the recruiting of Non-Prior Service/Prior Service/Palace Front/Palace chase/minorities/women /critical skill AFSCs? If the individual has been promoted during the nomination period, this should be stated.

NOTE: Recruiting Office Supervisor Packages should reflect office accomplishments.

3.8.3.1.2. Significant self-improvement. If PME was completed, state whether as in-residence or by correspondence, recruiting courses attended, civilian classes/courses, other military courses..

3.8.3.1.3. Involvement/leadership in community, social, cultural, and/or religious activities. Include leadership roles and volunteer service.

3.8.3.1.4. Air Force, Air National Guard, or civilian awards, prizes, titles, etc.

3.8.3.1.5. Articulate and positive spokesperson for the Air Force and the Air National Guard.

3.8.3.1.6. Total number of accessions.

3.8.3.2. A fact sheet, identifying the nominee, containing the information shown, and be in the same format as attachment 7.

3.8.3.3. The required biography is limited to two single spaced, typewritten pages in accordance with attachment 5.

3.8.3.4. Send a citation with each nomination in

accordance with attachment 6b.

3.8.3.5. Send a Base Level Report of Individual Personnel (RIP) (records review) with each individual nomination.

3.8.3.6. Submit two standard print format (4- by 6-inch or closest size) color photographs. One to be head and torso in service dress without headgear and one to be full-length in duty uniform.

3.8.4. Submission Instructions:

3.8.4.1. States may submit:

3.8.4.1.1. One nomination for Outstanding Recruiting Office Supervisor (ROS) (any recruiter assigned as ROS authorization at a flying unit).

3.8.4.1.2. One nomination for Outstanding GSU/MSU Recruiter (any recruiter assigned to a GSU/MSU).

3.8.4.1.3. One nomination for Outstanding Production Recruiter (any production recruiter not assigned as ROS authorization, performing duties for two years or more).

3.8.4.1.4. One nomination for Outstanding Rookie Recruiter (any recruiter performing duties for less than two years).

3.8.4.2. No individual will be eligible to complete in more than one category per year.

3.8.4.3. Completed nomination packages will include an indorsement by the state adjutant general or designated representative.

3.8.4.4. Nomination packages must be submitted in an original and five copies.

3.8.4.5. Submit nominations to the Recruiting and Retention Regional Superintendent no later than 15 December for regional competition.

3.8.4.6. Regional Recruiting and Retention Superintendent will submit the regional recipients for each category to ANG/MPPSA no later than 15 February for national competition.

3.9. Air National Guard Unit Recruiting and Retention Awards. The National Guard Bureau sponsors these awards to recognize those units that achieve significant milestones for improvement in target manning of their unit. Nominations are not required. Determination of awards is based on documentation maintained in ANG/MPPR.

3.9.1. Basic Military Training (BMT) Elimination Award. Awarded to up to five units having at least one BMT entry and is based on the lowest BMT elimination rate percentage for the fiscal year.

3.9.2. Outstanding Minority Recruiting Award. Awarded to up to five units achieving the highest percentage of minority accessions for the fiscal year.

3.9.3. Outstanding Minority Retention Award.

Awarded to up to five units achieving the highest percentage of minority retention for the fiscal year.

3.9.4. ANG Recruiting and Retention Excellence Award. Awarded to up to five units qualifying for one of the above Minority Target awards and meeting additional criteria established by ANG/MPPR annually.

3.10. Human Resources Quality Awards. The National Guard Bureau sponsors these awards to recognize those states that best represent their communities in the areas of minority and female representation. Nominations are not required. Determination of awards is based on documentation maintained in ANG/MPPR.

3.11. AFA, NGAUS, and NGB Flying Unit Awards:

3.11.1. AFA awards are sponsored annually by the Air Force Association and are designed to recognize outstanding ANG units and personnel who have shown excellence in achievement, dedication, and service to the mission of the Air National Guard. Presentation will be made at the Annual AFA convention.

3.11.2. NGAUS provides a maximum of one trophy and five plaques to be awarded to the top ANG flying units. Presentation is made at the annual NGAUS conference.

3.11.3. NGB awards have been created to identify and recognize outstanding Air National Guard units. Presentation is made at the annual NGAUS conference.

3.11.4. Flying units submit nomination packages for consideration for the following awards:

3.11.4.1. AFA Outstanding ANG Flying Unit. Presented to the overall outstanding flying unit.

3.11.4.2. NGAUS Spaatz Trophy. This trophy was named for General Carl Spaatz, first Chief of Staff of the independent Air Force. Presented to the overall outstanding ANG flying unit.

3.11.4.3. NGAUS Distinguished Flying Unit Plaques. Presented to five outstanding ANG flying units.

3.11.4.4. NGB Winston P. Wilson Trophy (fighter and reconnaissance units). This trophy was named for Major General Winston P. Wilson, Former Chief, National Guard Bureau. Presented to the most outstanding ANG unit equipped with jet fighter or reconnaissance aircraft.

3.11.4.5. NGB Curtis N. "Rusty" Metcalf Trophy (airlift and air refueling unit). This trophy is named for Mr. Curtis N. "Rusty" Metcalf, former Deputy

Chief, Plans and Operations Division of the National Guard Bureau. Presented to the airlift or air refueling flying unit which demonstrated the highest standards of mission accomplishment.

3.11.5. Inclusive dates of nominations are 1 January through 31 December.

3.11.6. Nomination Submission:

3.11.6.1. Use one AF Form 1206, front and back, single-spacing. Use bullet format.

3.11.6.1.1. Award title should read: "AFA, NGAUS, and NGB Flying Unit Awards."

3.11.6.1.2. Nominations should be written with an emphasis on mission accomplishment for the award year and include those items considered to be of major importance which clearly indicate the unit's capability to perform its wartime mission. Address the following area:

3.11.6.1.2.1. Exercises or deployments - explain/define purpose, what was accomplished, and approximate number of personnel involved.

3.11.6.1.2.2. Inspection/assessment ratings - most recent rating of QAFA, Stan/Eval, or UEI. If the last inspection/assessment was not within the nomination period, do not include the results in the narrative. Submit a copy of the last inspection/assessment with the nomination package.

3.11.6.1.2.3. Human resources - explain achievements in retention, recruiting, training, education, PME, EEO, etc.

3.11.6.1.2.4. Accident rate history - accomplishments over a sustained period (not limited to calendar year).

3.11.6.1.2.5. Accident prevention - major contributions to overall ground, flying, and weapons accident prevention.

3.11.6.1.2.6. Other significant events- unit's awards, community involvement, etc.

3.11.6.2. Submit a citation of 50 words or less with each nomination in accordance with attachment 6b.

3.11.7. Submission Instructions:

3.11.7.1. States may submit as many nominations as they feel are deserving of recognition.

3.11.7.2. Completed nomination packages must include an indorsement by the state adjutant general or designated representative.

3.11.7.3. Nomination packages must be submitted in an original and five copies.

3.11.7.4. Submit nominations to ANG/MPPSA no later than 1 March.

3.12. NGAUS and NGB Non-Flying Unit Awards.

3.12.1. NGAUS provides a maximum of one trophy

and five plaques to be awarded to the top ANG non-flying units. Eligible units are: Combat Communications Units, Communications Flights, Mission Support Squadrons/Flights, Engineering Installation Units, Weather Units, Air Control Units, Range Control Units, Air Base Ground Defense, Bands, RED HORSE, Combat Readiness Sites, and Mobile Aerial Port Units. Presentation is made at the annual NGAUS conference.

3.12.2. NGB awards have been created to identify and recognize outstanding Air National Guard units. Presentation is made at the annual NGAUS conference.

3.12.3. Non-flying units submit nomination packages for consideration for the following awards:

3.12.3.1. NGAUS Mission Support Trophy. Presented to the overall outstanding ANG mission support squadron/flight.

3.12.3.2. NGAUS Distinguished Mission Support Plaques. Presented to five outstanding ANG mission support squadrons/flights.

3.12.3.3. NGB Functional Area Awards:

3.12.3.3.1. ANG Outstanding Air Control Unit.

3.12.3.3.2. ANG Outstanding Combat Communications Unit.

3.12.3.3.3. ANG Outstanding Communications Unit.

3.12.3.3.4. ANG Outstanding Engineering Installation Unit.

3.12.4. Inclusive dates of nominations are 1 January through 31 December.

3.12.5. Nomination Submission:

3.12.5.1. Use one AF Form 1206, front and back, single-spacing. Use bullet format.

3.12.5.1.1. Award title should read: "NGAUS Mission Support/NGB Functional Area Awards."

3.12.5.1.2. Nominations should be written with an emphasis on mission accomplishment for the award year and include those items considered to be of major importance which clearly indicate the unit's capability to perform its wartime mission. Address the following areas:

3.12.5.1.2.1. Exercises or deployments - explain/define purpose, what was accomplished, and approximate number of personnel involved.

3.12.5.1.2.2. Inspection ratings - most recent rating of QAFA, Stan/Eval, or UEI.

3.12.5.1.2.3. Human resources - explain achievements in retention, recruiting, training, education, PME, EEO, etc.

3.12.5.1.2.4. Accident rate history - accomplishments over a sustained period (not limited to calendar year).

3.12.5.1.2.5. Accident prevention - major contribu-

tions to overall ground, flying, and weapons accident prevention.

3.12.5.1.2.6. Other significant events - unit's awards, community involvement, etc.

3.12.6. Submission Instructions:

3.12.6.1. States may submit as many nominations as they feel are deserving of recognition.

3.12.6.2. Completed nomination packages must include an indorsement by the state adjutant general or designated representative.

3.12.6.3. Nomination packages must be submitted in an original and five copies.

3.12.6.4. Submit nominations to ANG/MPPSA no later than 1 March.

3.13. Safety Awards:

3.13.1. Major General John J. Pesch Flight Safety Trophy. This trophy was named for Major General John J. Pesch, former Director of the Air National Guard. It is presented annually to two flying units judged to have demonstrated the highest standards of flight safety. Trophies are presented at the NGAUS conference.

3.13.2. William W. Spruance Safety Award. This award was named for Brigadier General William W. Spruance (Ret.), former Assistant Adjutant General for Air in the State of Delaware. It is presented to the unit which made the most significant contribution to accident prevention.

3.13.3. Inclusive dates of nominations are 1 January through 31 December.

3.13.4. Nomination Submission:

3.13.4.1. Use one AF Form 1206, front and back, single-spacing. Use bullet format.

3.13.4.1.1. Award title should read: "Safety Awards."

3.13.4.1.2. Nominations should be written with an emphasis on mission accomplishment and safety for the award year. Include those items considered to be of major importance which clearly indicate the unit's capability to perform its wartime mission.

3.13.5. Submission Instructions:

3.13.5.1. States may submit as many nominations as they feel are deserving of recognition.

3.13.5.2. Completed nomination packages must include an indorsement by the state adjutant general or designated representative.

3.13.5.3. Nomination packages must be submitted in an original and five copies.

3.13.5.4. Submit nominations to ANG/MPPSA no later than 1 March.

3.14. The Air Force Association Earl T. Ricks

Memorial Trophy. This award was named for Major General Earl T. Ricks, former Chief of the Air Force Division, National Guard Bureau. This award is presented for outstanding airmanship demonstrated by ANG aircrew members.

3.14.1. Inclusive dates of nomination is 1 January through 31 December. This award can be for a period of service or a single event that occurred within the nomination period.

3.14.2. Nomination Submission:

3.14.2.1. Use one AF Form 1206, front and back, single-spacing. Use bullet format. If more than one member of an aircrew is nominated, list all names on the Fact Sheet.

3.14.2.2. Include a Fact Sheet identifying the nominees and in the same format as attachment 7.

3.14.2.3. Submit a citation of 50 words or less with each nomination in accordance with attachment 6b.

3.14.3. Submission Instructions:

3.14.3.1. States may submit as many nominations as they feel are deserving of recognition.

3.14.3.2. Completed nomination packages must include an indorsement by the state adjutant general or designated representative.

3.14.3.3. Nomination packages must be submitted in an original and five copies.

3.14.3.4. Submit nominations to ANG/MPPSA no later than 1 March.

Chapter 4

OPERATIONS, PLANS, AND PROGRAMS SPECIAL TROPHIES AND AWARDS PROGRAMS

4.1. General Information. The programs listed in this chapter are programs for which the Directorate of Operations, Plans and Programs (ANG/XO) is the functional Office of Primary Responsibility (OPR). In some instances, programs monitored by the Director of Operations, Plans and Programs may apply to any member of the ANG (i.e., H. H. Arnold Award, Wright Brothers Memorial Trophy).

4.2. Air Force Special Trophies and Awards. The following special trophies and awards will be monitored by the Directorate of Operations, Plans and Programs. Refer to chapter 2 of this publication and the publication identified for nominating eligibility and submission instructions.

4.2.1. Air Force Association (AFA) Aerospace Awards. Refer to AFI 36-2805.

4.2.1.1. Hoyt S. Vandenberg Award. Presented for the most outstanding contribution, directly or indirectly, in the field of aerospace education or training by either a military member, unit, or group of individuals.

4.2.1.2. David C. Schilling Award. Presented for the most outstanding contribution to national defense in the field of manned flight in the atmosphere or space by either a military member, unit, or group of individuals. While priority will be given to activity directly related to manned flight, a significant contribution in the area of policy or procedure that advances flight activity should not be overlooked.

4.2.1.3. H.H. Arnold Award. Presented for the most significant contribution by a military member for

national defense; preferably related to aerospace activity and must be of a truly national or international scope and of enduring importance.

4.2.2. General and Mrs. Jerome F. O'Malley Award. Recognizes the wing commander and spouse whose contributions to the nation, the Air Force, and the local community best exemplify the highest ideals and positive leadership of a military couple in a key Air Force position. Refer to AFI 36-2805.

4.2.3. Colonel Joseph B. Duckworth Annual USAF Instrument Award. Recognizes the unit or individual considered to have made the most significant contribution to the art or science of aerospace instrument flight. Refer to AFI 36-2807.

4.2.4. Lt Col Anthony C. Shine Award. Recognizes an outstanding fighter pilot for proficiency and professionalism in flying a fighter aircraft. Refer to AFI 36-2807.

4.2.5. Hughes Trophy. Awarded for outstanding performance of USAF and ANG fighter squadron with a mission in air defense or air superiority. Refer to AFI 36-2807.

4.2.6. Field of Aeronautics (FOA) Awards. Refer to AFI 36-2805.

4.2.6.1. Aviator's Valor Award. Presented to a rated officer for a "conspicuous act of valor or courage performed during aerial flight during either combat or noncombat."

4.2.6.2. Cheney Award. Presented for an "act of valor, extreme fortitude, or self-sacrifice in a humanitarian interest performed in connection with aircraft, but not necessarily of a military nature by an

Air Force officer or enlisted member." Joint nominations are limited to two persons.

4.2.6.3. Collier Trophy. Awarded for "the greatest achievement in aeronautics or astronautics in America to improve performance, efficiency, or safety of air or space vehicles."

4.2.6.4. MacKay Trophy. Awarded for "the most meritorious flight of the year" performed by an Air Force member or aircrew. It may also be awarded for "gallantry, intrepidity, unusual initiative, resourcefulness, and achievement of outstanding results with unusual presence of mind under combat or non-combat conditions."

4.2.7. General Jerome F. O'Malley Award. Recognizes best overall reconnaissance crew. Refer to AFI 36-2864.

4.2.8. Institute of Navigation (ION) Awards. Refer to AFI 36-2805.

4.2.8.1. Norman P. Hays Award. Recognizes outstanding encouragement, inspiration, and support contributing to the advancement of navigation.

4.2.8.2. Thomas L. Thurlow Award. Recognizes outstanding contribution in one of the following areas involving air or ground navigation: invention or design for any type of navigation equipment; new method of navigation; navigational research or study; or, effort toward general advancement of the science of navigation.

4.2.8.3. P. V. H. Weems Award. Recognizes continuing contributions to the advancement of navigation.

4.2.8.4. Superior Achievement Award. Recognizes outstanding performance as a practicing navigator.

4.2.9. Tactical Deception Awards. Recognizes a MAJCOM for its program and an officer and NCO for their efforts in tactical deception. Refer to AFI 36-2807.

4.2.10. Annual Weather Awards - Individual. Recognizes individuals who excel in duty performance, individual excellence, and achievement. Refer to AFI 36-2807.

4.2.11. Intelligence Awards. The program consists of 17 award categories for individuals holding intelligence specialty codes. Recognizes outstanding performance and contributions to accomplishing intelligence mission. Refer to AFI 36-2847.

4.2.12. The Major General Jack E. Thomas Award. Recognizes personnel for major contributions to intelligence functions. Refer to AFI 36-2847.

4.2.13. Life Support Awards. Recognizes outstanding performance of duties and significant accomplishments or achievements in the functional area. Refer to AFI 36-2807.

4.2.14. Association of Old Crows (AOC) Awards.

Refer to AFI 36-2807.

4.2.14.1. Gold Medal for Electronics Warfare. Recognizes outstanding advances and contributions in any and all fields of electronic warfare.

4.2.14.2. Outstanding Unit Medal. Recognizes the outstanding electronic warfare unit.

4.2.14.3. Individual AOC Medals. Recognizes those who have significantly contributed to electronic warfare and related categories.

4.2.14.4. Gold Certificate of Merit. Awarded in recognition of a particular service or event.

4.2.15. Lieutenant General Gordon A. Blake Aircraft Save Award. Recognizes an action taken by an air traffic controller that resulted in the safe recovery of an imperiled airborne aircraft or help given to an endangered aircraft on the ground. Refer to AFI 36-2807.

4.2.16. Annual US Air Force Air Traffic Control Awards. Recognizes units and individuals who have made a notable contribution to the air traffic control system or contributed to an outstanding degree their services, ideas, developments, or accomplishments. Refer to AFI 36-2807.

4.2.17. Annual Airfield Management Awards. Recognizes outstanding duty performance; improved quality, safety, or efficiency of airfield management; and, actions beyond normal day-to-day operations. Refer to AFI 36-2807.

4.2.18. Operations Resource Management Awards. Recognizes outstanding job accomplishments with significant results, demonstration of outstanding leadership qualities, and superior contributions to management goals. Refer to AFI 36-2807.

4.2.19. Outstanding Enlisted Aircrew Member of the Year Awards. Recognizes outstanding job accomplishments with significant results, sustained improvements that had a major mission impact, demonstration of outstanding leadership qualities, and superior contributions to management goals. Refer to AFI 36-2807.

4.2.20. Wright Brothers Memorial Trophy. Recognizes a full-time government employee for significant public service of enduring value to aviation in the United States. Military members are not eligible for this award. Refer to AFI 36-2805.

4.3. Major Command Special Trophies and Awards. The following special trophies and awards will be monitored by the Directorate of Operations, Plan and Programs. Refer to chapter 2 of this publication and the publication identified for nominating eligibility and submission instructions.

4.3.1. Lieutenant General Claire Lee Chennault

Award. Recognizes aircrew members who contributed to most within fighter aviation based on significant achievement in fighter warfare tactics development, application of innovative weapons or tactics employment, or instruction/evaluation of tactics to increase combat readiness. Refer to MCR 900-22.

4.3.2. Lieutenant General William H. Tunner Award. (AMC aircrew members only). Recognizes outstanding aircrew efforts and achievements in support of the Air Mobility Command mission. Refer to AMCI 36-2806.

4.3.3. Robert "Dutch" Huyser Awards (AMC aircrew members only). Recognizes an outstanding pilot, navigator, flight engineer, loadmaster, and aerial gunner for sustained excellence in airmanship. Refer to AMCI 36-2806.

4.3.4. Colonel James Jabara Airmanship Award. Presented to an Air Force Academy graduate, living or deceased, who has made a significant contribution in an area associated with airmanship. Refer to USAFAR 900-5 and notification message.

4.3.5. Air Rescue Association Award. Recognizes outstanding contributions made by rescue members to the Air Rescue Service (ARS) mission. Notification is made by message.

4.4. Air National Guard Major General John W. Collens Award.

4.4.1. Categories:

4.4.1.1. Tactical. Recognizes the unit exhibiting the

highest state of readiness in support of a tactical Air Force, Army, or joint mission. The unit selected for this award will be the ANG nominee for the Air Force Grimes Award.

4.4.1.2. Non-Tactical. Recognizes the most outstanding base weather station. The unit selected for this award will be the ANG nominee for the Air Force Williams Award.

4.4.2. Inclusive dates of nominations are 1 January through 31 December.

4.4.3. Nomination Submission:

4.4.3.1. Use one AF Form 1206, front and back, for each category. Use bullet format.

4.4.3.1.1. Describe the nominee's performance and achievements and the significance to the military mission.

4.4.3.1.2. Emphasize results and impacts; do not just give facts or statistics.

4.4.3.2. Submit a citation with each nomination in accordance with attachment 6b.

4.4.4. Submission Instructions:

4.4.4.1. States may submit as many nominations as they feel are deserving of recognition.

4.4.4.2. Completed nomination packages must include an indorsement by the state adjutant general or designated representative.

4.4.4.3. Nomination packages must be submitted in an original and five copies.

4.4.4.4. Submit nominations to ANG/MPPSA no later than 15 December.

Chapter 5

LOGISTICS, MAINTENANCE, SUPPLY, AND TRANSPORTATION SPECIAL TROPHIES AND AWARDS PROGRAMS

5.1. General Information The programs listed in this chapter are programs for which the Logistics Directorate (ANG/LG) is the functional Office of Primary Responsibility (OPR).

5.2. Air Force Special Trophies and Awards. The following special trophies and awards will be monitored by the Logistics Directorate. Refer to chapter 2 of this publication and the publication identified for nominating eligibility and submission instructions.

5.2.1. Logistics Plans and Programs Awards. Recognizes outstanding individuals and units in logistics planning and programming. Refer to AFI 36-2818.

NOTE: Individual selected to represent the ANG in the Air Force competition will be awarded the ANG Clarence W. Long Award.

5.2.2. The General Thomas P. Gerrity Memorial Award for Logistics Management. Recognizes an individual who has made an outstanding contribution to Air Force logistics management. Refer to AFI 36-2818.

5.2.3. The General Thomas P. Gerrity Logistics Award. Recognizes superior performance by a unit for logistics support of the Air Force mission. Refer to AFI 36-2818.

5.2.4. The National Defense Transportation Association (NDTA) Military Unit Award. Honors units that performed unusual and outstanding service

in logistics and transportation. Refer to AFI 36-2818.

5.2.5. American Petroleum Institute (API) Trophy Award. Recognizes excellence in base fuels management. Refer to AFI 36-2818.

5.2.6. Outstanding Supply and Fuels Personnel Awards. Recognizes outstanding contributions toward improving supply and fuels operations. Refer to AFI 36-2818.

5.2.7. Air Reserve Component Individual Transportation Awards. Recognizes deserving transportation personnel for their contributions to the accomplishment of the AF transportation mission. Refer to AFI 36-2818.

5.2.8. Air Reserve Component Unit Transportation Awards. Recognizes units that have contributed to the success of the AF transportation mission. Refer to AFI 36-2818.

5.2.9. The Air Force Crew Chief of the Year Award. Recognizes the crew chief's contribution to the Air Force operational mission. Refer to AFI 36-2818.

5.2.10. General Lew Allen, Jr. Trophy. Recognizes officers and NCOs directly involved in aircraft sortie generation. Refer to AFI 36-2818.

5.2.11. Clements McMullen Memorial Daedalian Weapon System Maintenance Trophy (Daedalian Trophy). Recognizes the unit that has best met the objective of providing safe, serviceable, and available equipment for sustained use in peacetime, contingency, and war. Refer to AFI 36-2818.

5.2.12. The Maintenance Effectiveness Awards. Recognizes maintenance units which have best managed their resources. Refer to AFI 36-2818.

5.2.13. The Lieutenant General Leo Marquez Personnel Awards. Recognizes outstanding maintenance operations. Refer to AFI 36-2818.

5.2.14. Air Force Supply Effectiveness Awards. Recognizes outstanding SBSS support performance by a nonflying organization and a satellite. Refer to AFI 36-2818.

5.2.15. Daedalian Supply Effectiveness Award. Promotes supply effectiveness. Refer to AFI 36-2818.

5.2.16. Dudley C. Sharp Award. Recognizes the individual who has substantially improved or shows promise of improving the operational cost effectiveness of the Air Force. Refer to AFI 36-2818.

5.2.17. Air Force Energy Award. Promotes conservation, the efficient use of energy and water, and the use of renewable energy sources. Refer to AFI 36-2818.

5.2.18. Energy Conservation Awards. Promotes conservation, the efficient use of energy and water,

and the use of renewable energy sources. Refer to AFI 36-2818.

5.3. AFA Chief Master Sergeant Dick Red Award. This award was named for Chief Master Sergeant Dick Red, a former maintenance worker from the Arkansas Air National Guard.

5.3.1. This award recognizes one enlisted member assigned to a flying unit and working in aircraft maintenance who has provided continuous contributions over any period of time. Formal recognition will be conducted annually in Washington, D.C. during the Air Force Association Convention.

5.3.2. Nominations may cover any period of time, so long as sustained or continuous contributions were made.

5.3.3. Nomination Submission:

5.3.3.1. The narrative is limited to two single-spaced, typewritten pages, and will address, under the headings given, the following seven areas:

5.3.3.1.1. Leadership and job performance in primary duty. Professional image; inspiring others by personal example, character, and conduct; assisting eagerly in the accomplishment of goals, etc. Emphasis should be placed on technical expertise in aircraft maintenance in addition to contributions to the excellence of unit training and improvement of equipment capability, reliability, and maintainability. If individual has been promoted during the nomination period this should be stated.

5.3.3.1.2. Significant self improvement. (If PME was completed, state whether it was in-residence or by correspondence).

5.3.3.1.3. Military bearing and behavior.

5.3.3.1.4. Acceptance of responsibility.

5.3.3.1.5. Community relations activities.

5.3.3.1.6. Air Force, Air National Guard, or civilian awards, prizes, titles, etc.

5.3.3.1.7. Articulate and positive representative of the Air Force and Air National Guard.

5.3.3.2. A fact sheet identifying the nominee will contain the information shown in, and be in the same format as, attachment 7.

5.3.3.3. The required biography is limited to two single-spaced, typewritten pages. Follow the format shown in attachment 5.

5.3.3.4. Base Level Report on Individual Personnel (RIP).

5.3.3.5. Submit a citation of 50 words or less in accordance with attachment 6b.

5.3.3.6. Submit three 35mm slide action photos.

5.3.4. Submission Instructions:

5.3.4.1. States may submit one nomination for this award.

5.3.4.2. Completed nomination packages will include an indorsement by the state adjutant general or designated representative.

5.3.4.3. Nomination packages must be submitted in an original and five copies.

5.3.4.4. Submit nominations to ANG/MPPSA no later than 1 March.

5.4. ANG Thomas P. Glenn Award. This program was established in memory of Lieutenant Colonel Thomas P. Glenn, former Chief of Supply, 192d Tactical Fighter Group, Virginia ANG, to recognize the Outstanding Chief of Supply Management.

5.4.1. Inclusive dates of nomination are 1 May through 30 April.

5.4.2. Nomination Submission:

5.4.2.1. The narrative is limited to two single spaced, typewritten pages and will address, in the order listed, the following six areas:

5.4.2.1.1. Job Knowledge and Leadership Abilities - Leadership and Job Performance in Primary Duty. Provide specific examples of exceptional leadership and technical expertise in the management of a base supply account and its resources; sustained contributions to the excellence of the supply account; continued improvement in the efficiency and effectiveness of supply support to missions of all supported ANG units; improved support/cooperation and interface with host/satellite responsibilities, prudent budgeting/funding accomplishments and other contributions toward the continued improvement of the overall supply operation. Also

state if the individual has been promoted during the nomination period.

5.4.2.1.2. Leadership in social, cultural, and/or religious activities.

5.4.2.1.3. Air Force, Air National Guard, or civilian awards, prizes, titles, etc.

5.4.2.1.4. Significant self improvement. If PME was completed, state whether it was in-residence or by correspondence.

5.4.2.1.5. Demonstrated abilities as an articulate, positive representative of the Air Force and the Air National Guard.

5.4.2.1.6. Other accomplishments.

5.4.2.2. The required biography is limited to one single spaced, type written page to include selected unit data - Identify key data regarding size, complexity, and management of account. Follow the format shown in attachment 5.

5.4.2.3. A fact sheet will accompany the required narrative, identifying the nominee, and will contain the information shown, and be in the same format as, attachment 7.

5.4.2.4. Base Level Report on Individual Personnel (RIP).

5.4.3. Submission Instructions:

5.4.3.1. States may submit one nomination for this award.

5.4.3.2. Completed nomination packages will include an indorsement by the state adjutant general or designated representative.

5.4.3.3. Nomination packages must be submitted in an original and five copies.

5.4.3.4. Submit nominations to ANG/MPPAS no later than 15 June.

Chapter 6

SAFETY

SPECIAL TROPHIES AND AWARDS PROGRAMS

6.1. General Information. The programs listed in this chapter are programs for which the Office of Safety (ANG/SE) is the functional Office of Primary Responsibility (OPR).

6.2. Air Force Special Trophies and Awards. The following special trophies and awards will be monitored by the Office of Safety. Refer to chapter 2 of this publication and the Air Force publication identified for nominating eligibility and submission instructions.

6.2.1. Chief of Staff Individual Safety Award. Recognizes personnel who have significantly contributed to safety. Refer to AFI 36-2833.

6.2.2. Koren Kolligian, Jr. Trophy. Recognizes outstanding feats of airmanship by an aircrew member. Must show extraordinary skill, alertness, ingenuity, or proficiency in averting or minimizing the seriousness of flight mishaps. Refer to AFI 36-2833.

6.2.3. Colombian Trophy. Recognizes military flight safety achievements in a tactical organization.

Refer to AFI 36-2833.

6.2.4. Air Force Chief of Safety Special Achievement Award. Recognizes an individual or organization for outstanding safety contributions or achievements. Refer to AFI 36-2833.

6.2.5. Flight Safety Plaques. Recognizes Air Force organizations below numbered Air Force division level for outstanding mishap prevention. Refer to AFI 36-2833.

6.2.6. Missile Safety Plaques. Recognizes organizations below MAJCOM level for outstanding achievement and contribution to missile safety. Refer to AFI 36-2833.

6.2.7. Explosives Safety Plaques. Recognizes organizations below MAJCOM level for outstanding achievement in, or contribution to, explosives safety. Refer to AFI 36-2833.

6.2.8. Safety Career Professional of the Year Award. Recognizes an individual for outstanding contributions to the Air Force safety programs. Refer to AFI 36-2833.

6.2.9. National Safety Council Awards. Recognizes mishap reduction in ground safety. Refer to AFI 36-2833.

6.2.10. System of Cooperation Among the Air Forces of the Americas Flight Safety Award. Recognizes flight safety accomplishments of military organizations. Refer to AFI 36-2833.

6.2.11. AF Motor Cycle Safety Award. Recognizes organizations for outstanding achievement in, or contribution to, mishap reduction and motorcycle safety education. Refer to AFI 36-2833.

6.2.12. Well-Done Award. Recognizes personnel whose outstanding airmanship or support to aircrew prevented, or reduced the impact of, a serious flight mishap. Refer to AFI 36-2833.

6.2.13. The USAF "Aircrew Saver" Award. Recognizes individual specialists responsible for the preparation and certification of ejection seats, survival equipment, and parachutes used in the successful egress from USAF aircraft. Refer to AFI 36-2833.

6.2.14. Government Employees Insurance Company (GEICO) Military Service Awards. Recognize military enlisted members for their contributions to military or private communities in the areas of Drug and Alcohol Abuse Prevention; Fire Prevention and Fire Safety; and, Traffic Safety and Traffic Accident Prevention. Refer to AFI 36-2805.

6.3. Air National Guard Outstanding Individual Ground and Explosive Safety Award. This award is presented annually to Air National Guard personnel who have made significant contributions to the safety program.

6.3.1. Two awards will be presented in each of the following categories:

6.3.1.1. Ground safety.

6.3.1.2. Explosive safety.

6.3.2. Individuals are selected by an evaluation of their achievements and contributions to Weapons/ Explosive/Ground safety mishap prevention.

6.3.3. Inclusive dates of nomination are 1 October through 30 September.

6.3.4. Nomination Submission:

6.3.4.1. Nominations will be typewritten, single spaced, and no longer than two pages.

6.3.4.2. A biography, limited to two single spaced, typewritten pages. Follow the format shown in attachment 5.

6.3.4.3. Base Level Report on Individual Personnel (RIP).

6.3.5. Submission Instructions:

6.3.5.1. States may submit one nomination in each category.

6.3.5.2. Completed nomination packages will include an indorsement by the state adjutant general or designated representative.

6.3.5.3. Nomination packages must be submitted in an original and five copies.

6.3.5.4. Submit nominations to ANG/MPPSA no later than 15 December.

Chapter 7

SECURITY

SPECIAL TROPHIES AND AWARDS PROGRAMS

7.1. General Information. The programs listed in this chapter are programs for which the Directorate of Security (ANG/SP) is the functional Office of Primary Responsibility (OPR).

7.2. Air Force Special Trophies and Awards. The following special trophies and awards will be monitored by the Directorate of Security. Refer to chapter 2 of this publication and the Air Force

publication identified for nominating eligibility and submission instructions.

7.2.1. Air Force Security Police Awards Program. Acknowledges outstanding individual achievements in the Security Police and Law Enforcement career fields. Refer to AFI 36-2848.

7.2.2. Air Force Security Police Unit Awards. Acknowledges unit's sense of pride in performance of duty. Refer to AFI 36-2848.

7.2.3. Air Force Combat Arms Training and

Maintenance (CATM) Individual Awards Program. Recognizes superior individual performance and outstanding contributions to the CATM program by military members. Refer to AFI 36-2848.

7.2.4. Colonel Billy Jack Carter Award. Recognizes the individual who made the most significant contribution in protecting Air Force personnel or resources. Awarded for a specific act, contribution, or event. Refer to AFI 36-2848.

Chapter 8

THE AIR SURGEON (ANG/SG) SPECIAL TROPHIES AND AWARDS PROGRAMS

8.1. General Information. The programs listed in this chapter are programs for which The Air Surgeon (ANG/SG) is the functional Office of Primary Responsibility (OPR).

8.2. Air Force Special Trophies and Awards. The following special trophies and awards will be monitored by The Air Surgeon. Refer to chapter 2 of this publication and the Air Force publication identified for nominating eligibility and submission instructions.

8.2.1. The USAF Health Promotion Program Annual Award - Best Small Base Category. Recognizes the Air Force's finest health promotion programs. Refer to AFI 36-2856.

8.2.2. AF Brigadier General Sarah P. Wells Award. Recognizes outstanding performance of duty and achievements of airmen and NCOs involved in patient care. Refer to AFI 36-2856.

8.2.3. Brigadier General Donald B. Wagner Administrative Excellence Award. Recognizes the Medical Service Corps officers who make outstanding administrative contributions to the AF Medical Service. Refer to AFI 36-2856.

NOTES:

1. ANG nominations are limited to officers in the grades of O-5/O-6.

2. This award is shared by the ANG and AFRES. The ANG nominates during even numbered years only; AFRES during odd numbered years only.

8.2.4. Outstanding Medical Readiness Persons of the Year Award. Recognizes outstanding medical readiness program management and innovations, significant individual achievement, and contributions to AF Medical Service medical readiness programs. Refer to AFI 36-2856.

8.2.5. Colonel Cleveland L. Parker Award. Recognizes the outstanding performance and accomplishments of AF public health technicians (AFSC 4E0X1). Refer to AFI 36-2856.

8.2.6. Society of USAF Flight Surgeons Aeromedical Technician of the Year (The Olson-Wegner Award). Recognizes aeromedical enlisted personnel for outstanding performance and contributions to the AF Aerospace Medicine Program. Refer to AFI 36-2856.

8.2.7. AF Laboratory Medicine Awards. Recognizes members who have made significant contributions to the field of laboratory medicine. Refer to AFI 36-2856.

8.2.8. The Colonel Donald D. Dunton Award for the USAF Optometry/Ophthalmology Airman/NCO of the Year. Recognizes outstanding individual performance of duty and achievement. Refer to AFI 36-2856.

8.2.9. Young Health Care Administrator of the Year. Recognizes outstanding company grade Medical Service Corps officers. Refer to AFI 36-2856.

8.2.10. Dental Airman, NCO, Senior NCO, and Junior Officer of the Year. Recognizes outstanding individual performance of duty and achievement. Refer to AFI 36-2856.

8.2.11. Annual Outstanding Enlisted Health Services Management Award (AFSC 4A0X1). Recognizes medical administrative enlisted personnel for their outstanding contributions to the AF Medical Service. Refer to AFI 36-2856.

8.3. Air National Guard Outstanding Flight Surgeon of the Year. This award was established in 1961 to further the aim of the Society of USAF

Flight Surgeons to advance the practice of aerospace medicine. Selection of the individual contributing the most to a flying organization during the preceding year not only honors the accomplishment, but also focuses attention on those qualities most essential to the primary mission. The selectee for the ANG Outstanding Flight Surgeon of the Year will be the ANG nominee for the USAF Malcolm C. Grow Award.

8.3.1. Inclusive dates of nomination are 1 January through 31 December.

8.3.2. Nomination Submission:

8.3.2.1. Nominations must be made on forms that are provided by the Society of USAF Flight Surgeons. Contact ANG/MPPSA to obtain this nomination form.

8.3.2.1.1. The nominee should have demonstrated outstanding concern for flying personnel as indicated by unusual rapport with fliers and by exceptionally effective support of a flying organization.

8.3.2.1.2. The nominee should have a documented record of outstanding achievement in the aeromedical support of flying and by exceptionally effective support of a flying organization.

8.3.2.1.3. Address the active daily engagement in meeting and solving the "hard core" aerospace medical problems of the Air Force. This type of activity connotes intimate association of the Flight Surgeon with the personnel and equipment used in conduct of primary Air Force missions.

8.3.2.2. Any documentation such as favorable communications received by the nominee, training material written by the nominee, reports of investigation of problems, reprints of professional articles, or newspaper reports of outstanding performance should be submitted with the nomination.

8.3.2.3. Submit one standard print format (4- by 6-inch or closest size) photograph and original negative, head and torso in service dress without headgear.

8.3.3. Submission Instructions:

8.3.3.1. States are encouraged to submit as many individuals as they feel are deserving for this award.

8.3.3.2. Completed nomination packages will include indorsement by the state air surgeon and the state adjutant general or designated representative.

8.3.3.3. Nomination packages must be submitted in an original and five copies.

8.3.3.4. Submit nominations to ANG/MPPSA no later than 15 August.

8.3.3.5. When a selectee is chosen, ANG/SG will request additional information from the individual's unit which will be forwarded with the nomination

package for the USAF Malcolm C. Grow Award competition.

8.4. ANG Medical Service Awards. These awards were established to recognize outstanding contributions and achievements made by individuals towards the furtherance of the Air National Guard Medical Service mission. Recipient will be honored at the annual meeting of the Association of Military Surgeons of the United States.

8.4.1. Award categories:

8.4.1.1. ANG Outstanding Medical Services Airman Award. Recognizes the ANG Medical Services Airman whose performance, in the role of a "traditional guard member," of duty and excellence in the career field has significantly enhanced the medical unit and the USAF Medical Service. All enlisted members are eligible for this award.

8.4.1.2. ANG Outstanding Biomedical Sciences Corps Officer Award. Recognizes the ANG Biomedical Science Corps (BSC) officer who has made exemplary contributions to the Air National Guard Medical Mission. All BSC officers are eligible for this award.

8.4.1.3. ANG Outstanding Dental Corps Officer Award. Recognizes the ANG Dental Corps (DC) officer who has made exemplary contributions to the Air National Guard Medical Mission. All DC officers are eligible for this award.

8.4.1.4. ANG Outstanding Medical Services Corps Officer Award. Recognizes the ANG Medical Service Corps (MSC) officer who has made exemplary contributions to the Air National Guard Medical Mission. All MSC officers are eligible for this award.

8.4.1.5. ANG Outstanding Medical Corps Officer Award. Recognizes the ANG Medical Corps (MC) officer who has made exemplary contributions to the Air National Guard Medical Mission. All MC officers are eligible for this award.

8.4.1.6. ANG Outstanding Nurse Corps Award. Recognizes the ANG Nurse Corps (NC) officer who has made exemplary contributions to the Nursing career field. All NC officers are eligible for this award.

8.4.1.7. James D. Weaver Award. Recognizes the full-time ANG Medical Technician (Senior or Associate) whose performance of duty and excellence in health care and health services administration exemplify the highest standards in the profession.

8.4.2. Inclusive dates of nomination are 1 July through 30 June.

8.4.3. Nomination submission:

8.4.3.1. The narrative is limited to one single spaced, typewritten page and will address, under the headings listed, the following five areas:

8.4.3.1.1. Job Knowledge and Leadership Abilities. Leadership and job knowledge of the medical service programs which resulted in the successful mission accomplishment of the unit. If the individual has been promoted during the nomination period this should be stated.

8.4.3.1.2. Personal contributions to the medical service career field which aided to the furtherance of the Air National Guard and Air Force Medical Programs.

8.4.3.1.3. Community involvement programs in medical, as well as nonmedical, areas.

8.4.3.1.4. Significant self improvement If PME was completed, state whether it was in-residence or by correspondence.

8.4.3.1.5. Other accomplishments:

8.4.3.2. The required biography is limited to one single spaced, typewritten page, in the format shown at attachment 5.

8.4.3.3. A fact sheet will accompany the required narrative, identifying the nominee, and will contain the information shown, and be in the same format as, attachment 7.

8.4.3.4. A signed statement of authenticity from the nominee indicating all data provided is correct is required.

8.4.3.5. Base Level Report on Individual Personnel (RIP).

8.4.4. Submission Instructions:

8.4.4.1. States may nominate one member for each of the awards.

8.4.4.2. Completed nominations must include indorsements from the Medical Unit Commander, the State Air Surgeon, and the state adjutant general or designated representative.

8.4.4.3. Nomination packages must be submitted in an original and five copies.

8.4.4.4. Submit nominations to ANG/MPPSA no later than 15 August.

8.5. Theodore C. Marrs Award (Outstanding Medical Unit). This award is presented to recognize the Honorable Theodore C. Marrs, former Deputy Assistant Secretary of Defense. It is in recognition of an ANG Medical Unit for contributions to the ANG Medical Service.

8.5.1. Inclusive dates of nomination are 1 July through 30 June.

8.5.2. Nomination Submission:

8.5.2.1. The narrative is limited to three single-spaced, typewritten pages and will give a brief history of the unit, and its contributions to the furtherance of the ANG medical mission. Specific contributions to the unit mission and the professionalism displayed by its members should be elaborated upon in the nomination to include unit and individual awards, training programs, inspection reports, and unit community activities that occurred within the period of the nomination year.

8.5.2.2. A pictorial display of the unit and its members' accomplishments should be included. Photos may be black and white, or color, in any size.

8.5.2.3. The nomination album may be of any design, as long as it is bound in a book format. The photos should be clear and have a brief description of the group (include names of members in photo) or action.

8.5.3. Submission Instructions:

8.5.3.1. States may nominate as many medical squadrons, to also include aeromedical evacuation squadrons, as they feel are eligible and deserving.

8.5.3.2. Completed nominations must include an indorsement by the state air surgeon and the state adjutant general or designated representative.

8.5.3.3. Nomination package, except the nomination album, must be submitted in an original and five copies. Submit one nomination album only.

8.5.3.4. Submit nominations to ANG/MPPSA no later than 15 August.

8.6. ANG Flight Nurse of the Year Award. Recognizes the individual who will put patient care above self and volunteers at great personal risk to fly missions in order to bring caring help to ill or injured military personnel. The selectee for the ANG Flight Nurse of the Year Award will be the ANG nominee for the Dolly Vinsant Flight Nurse of the Year Award.

8.6.1. Inclusive dates of nomination are 1 January through 31 December.

8.6.2. Eligibility. Flight nurse, AFSC 46F3 currently engaged in live air evacuation missions.

8.6.3. Nomination Submission:

8.6.3.1. The narrative is limited to two double-spaced, typewritten pages and will give the nominee's qualifications and specific examples of how the individual improved inflight care or provided unusual support during flight.

8.6.3.2. Include the nominee's name, SSN, job title, unit and place of assignment, name and position of nominator, and commander's name and address on the nomination.

8.6.4. Submission Instructions:

8.6.4.1. States may submit as many nominations as they feel are deserving of recognition.

8.6.4.2. Completed nomination packages must include indorsements by the state air surgeon, state chief nurse (if one assigned), and the state adjutant general or designated representative.

8.6.4.3. Nomination packages must be submitted in

an original and six copies.

8.6.4.4. Submit nominations to ANG/MPPSA when notified to do so by message.

8.6.4.5. The selectee for the ANG Flight Nurse Award will be the ANG nominee for the Dolly Vinsant Flight Nurse of the Year Award competition (established by the Confederate Air Force).

Chapter 9

**FINANCIAL MANAGEMENT/COMPTROLLER
SPECIAL TROPHIES AND AWARDS PROGRAMS**

9.1. General Information. The programs listed in this chapter are programs for which the Directorate of Financial Management and Comptroller (ANG/FM) is the functional Office of Primary Responsibility (OPR).

9.2. Air Force Special Trophies and Awards. The following special trophies and awards will be monitored by the Directorate of Financial Management and Comptroller. Refer to chapter 2 of this publication and the Air Force publication identified for nominating eligibility and submission

instructions.

9.2.1. Financial Management and Comptroller Annual Awards - Individual. Recognizes outstanding performance by both individuals and groups at all levels of command. Refer to AFI 36-2846.

9.2.2. Special Acts and Services Award. Recognizes financial management and comptroller organizations, all or part, performing a special act or service. Refer to AFI 36-2846.

9.2.3. Top Dollar Competition Award. Recognizes teams competing in a deployed status as best financial management team. Refer to AFI 36-2846.

Chapter 10

**ENGINEERING AND SERVICES
SPECIAL TROPHIES AND AWARDS PROGRAMS**

10.1. General Information. The programs listed in this chapter are programs for which the Directorate of Engineering and Services (ANG/CE) is the functional Office of Primary Responsibility (OPR).

10.2. Air Force Special Trophies and Awards. The following special trophies and awards will be monitored by the Directorate of Engineering and Services. Refer to chapter 2 of this publication and the Air Force publication identified for nominating eligibility and submission instructions.

10.2.1. Outstanding Civil Engineer Unit Awards. Recognizes the most outstanding civil engineer units in large and small categories. Refer to AFI 36-2817.

10.2.2. The Brigadier General Michael A. McAuliffe Award. Recognizes the Housing Flight that has achieved the highest degree of excellence in customer service and housing management. Refer to

AFI 36-2817.

10.2.3. The Air Force Outstanding Civil Engineer Resources Flight Award. Recognizes the Resources Flight that offers the most outstanding products and services to its customers. Refer to AFI 36-2817.

10.2.4. The Brigadier General Archie S. Mayes Award. Recognizes the engineering flight that most excelled in providing facility products and services of exceptional quality to base customers. Refer to AFI 36-2817.

10.2.5. The Major General Clifton D. Wright Award. Recognizes the most outstanding Operations Flight that assured quality maintenance, repair, and improvement of their Air Force base facilities and infrastructure. Refer to AFI 36-2817.

10.2.6. The Chief Master Sergeant Ralph E. Sanborn Award. Recognizes the most outstanding Fire Protection Flight for achieving the highest degree of excellence in base mission support and fire

protection management. Refer to AFI 36-2817.

10.2.7. The Senior Master Sergeant Gerald J. Stryzak Award. Recognizes the Explosive Ordnance Disposal Flight that sustained superior mission support and outstanding achievement. Refer to AFI 36-2817.

10.2.8. The Colonel Frederick J. Riemer Award. Recognizes the Readiness Flight that best demonstrates exemplary performance in support of the engineer readiness mission. Refer to AFI 36-2817.

10.2.9. The Air Force Outstanding Civil Engineer Environmental Flight Award. Recognizes the Environmental Flight that best demonstrates outstanding performance in assisting with complying with existing environmental laws and regulations and AF policy objectives. Refer to AFI 36-2817.

10.2.10. The Outstanding Civil Engineer Manager of the Year Awards. Recognizes the superior job performance of Air Force military CE personnel. Refer to AFI 36-2817.

10.2.11. The Major General Joseph A. Ahearn Enlisted Leadership Award. Recognizes the Chief Master Sergeant at base level who displays the most exemplary leadership qualities. Refer to AFI 36-2817.

10.2.12. The Major General William D. Gilbert Awards. Recognizes outstanding performance and exemplary service by engineering military staff action officers. Refer to AFI 36-2817.

10.2.13. The Air Force Design Awards. Recognizes architectural and engineering design excellence for Air Force facilities. Refer to AFI 36-2817.

NOTES:

1. All nominations submitted will compete for the ANG Design Awards Program. This program recognizes architectural and engineering design excellence for Air National Guard facilities.

2. All nominations competing for the ANG Design Awards Program will be forwarded for the Air Force Design Awards competition.

10.2.14. The General Thomas D. White Environmental Quality Award. Recognizes the installation conducting the best or most improved environmental quality program during the previous two calendar years. Refer to AFI 36-2817.

10.2.15. The Air Force Environmental Restoration Award. Recognizes the installation conducting the best or most improved environmental restoration program during the two previous calendar years. Refer to AFI 36-2817.

10.2.16. The Air Force Environmental Compli-

ance Award. Recognizes the installation conducting the best or most improved environmental compliance program during the previous two calendar years. Refer to AFI 36-2817.

10.2.17. The Air Force Environmental Pollution Prevention Award. Recognizes the installation conducting the best or most improved pollution prevention program during the previous two calendar years. Refer to AFI 36-2817.

10.2.18. The Air Force Environmental Planning Award. Recognizes the installation conducting the best or most improved environmental planning program during the previous two calendar years. Refer to AFI 36-2817.

10.2.19. The General Thomas D. White Natural/Cultural Resources Management Award. Recognizes the installation conducting the best or most improved natural/cultural resources management program during the previous three calendar years. Refer to AFI 36-2817.

10.2.20. The General Thomas D. White Individual Award for Environmental Quality. Recognizes the person who contributed the most to the Air Force's environmental quality effort during the previous two years. Refer to AFI 36-2817.

10.2.21. The Air Force Environmental Restoration Award for Individual Excellence. Recognizes the person contributing the most to Air Force environmental restoration during the previous two calendar years. Refer to AFI 36-2817.

10.2.22. The Air Force Environmental Compliance Award for Individual Excellence. Recognizes the person contributing the most to Air Force environmental compliance during the previous two calendar years. Refer to AFI 36-2817.

10.2.23. The Air Force Pollution Prevention Award for Individual Excellence. Recognizes the person contributing the most to Air Force pollution prevention during the previous two calendar years. Refer to AFI 36-2817.

10.2.24. The General Thomas D. White Environmental Planning Award for Individual Excellence. Recognizes the person who contributed the most to the Air Force's environmental planning effort during the previous two years. Refer to AFI 36-2817.

10.2.25. The General Thomas D. White Natural/Cultural Resources Management Award for Individual Excellence. Recognizes the person who contributed the most to the Air Force's natural/cultural resources management effort during the previous two years. Refer to AFI 36-2817.

10.2.26. The General Edwin W. Rawlings Awards for Environmental Excellence. Recognizes

outstanding contributions to pollution prevention, recycling, environmental compliance, and the protection of natural and cultural resources by officer or enlisted personnel who spend less than half their assigned duty time directly involved in environmental disciplines. Refer to AFI 36-2817.

10.2.27. The Colonel Bernt Balchen Award. Recognizes outstanding performance by military snow and ice control personnel. Refer to AFI 36-2817.

10.2.28. The Society of American Military Engineers (SAME) Newman Medal. Recognizes the most outstanding officer contribution to military engineering through achievement in design, construction, administration, research, or development. Refer to AFI 36-2817.

10.2.29. The National Society of Professional Engineers (NSPE) Federal Engineer of the Year Awards. Recognizes the accomplishments of Federal government engineers. Refer to AFI 36-2817.

10.2.30. The Federal Environmental Engineer of the Year Awards. Recognizes exemplary work and accomplishments by environmental engineers in the federal service. Refer to AFI 36-2817.

10.2.31. Theodore Von Karman Award (AFA). Recognizes most outstanding contribution to national defense by a military member, unit, or group of individuals in the field of science and engineering; preferably related to aerospace activity. Refer to AFI 36-2805.

10.2.32. AF Services Individual Awards. Recognizes people who make outstanding contributions to the Air Force Services Program. Refer to AFI 36-2852.

10.2.33. Healthy American Fitness Leaders Award. Recognizes individual achievements or contributions to the physical fitness and health of individuals, the community, and the nation. Refer to AFI 36-2852.

10.3. ANG Food Service Excellence Award. This award recognizes excellence in food service. The purpose of the award is to improve food service preparation, serving techniques, sanitation, food management throughout the Air National Guard, and to maintain the morale of food service personnel.

10.3.1. Eligibility. All ANG units with self-supporting food service operations are eligible for nomination.

10.3.1.1. The previous year's winner is ineligible.

10.3.2. Inclusive dates of nomination are 1 October

through 30 September.

10.3.3. Nomination Submission:

10.3.3.1. Use one AF Form 1206, front and back, single-spacing. Address the following areas:

10.3.3.1.1. Evaluation Visits.

10.3.3.1.2. Staff Assistance Visits.

10.3.3.1.3. Audit Reports.

10.3.3.1.4. Overall Customer Satisfaction.

10.3.3.2. Send a fact sheet (attachment 7), limited to one single-spaced page that includes the following information:

10.3.3.2.1. Name and location of nominated unit.

10.3.3.2.2. Brief mission statement of Services flight/element.

10.3.3.2.3. Grade, full name, and military address of the state adjutant general and personnel in the chain of command to include the installation commander, chief of services, service superintendent, and Prime RIBS technician.

10.3.3.3. Biography sheets of the chief of services and all MSgt, SMSgt, CMSgt assigned to the services flight/element. Refer to attachment 5.

10.3.3.4. The two latest AF Form 1119 reports.

10.3.3.5. The latest MAJCOM inspection/assessment report

10.3.3.6. A series of 12 standard machine print format (4- by 6-inch or closest size) color photographs which should include one group picture of all service personnel, a photograph of the dining facility's exterior, and photos of the dining facility's interior, with and without customers.

10.3.4. Submission Instructions:

10.3.4.1. States may submit as many nominations as they feel are deserving of recognition.

10.3.4.2. Completed nomination packages must include an indorsement by the state adjutant general or designated representative.

10.3.4.3. Nomination packages must be submitted in an original and five copies (submit one photo series only).

10.3.4.4. Submit nominations to ANG/MPPSA no later than 1 July.

10.3.5. Selection criteria:

10.3.5.1. Units meeting selection criteria will be notified by message of visit schedule of the ANG Food Management Team. The scheduled visit will normally be conducted during the September to January timeframe.

10.3.5.2. Base support during the visit should include:

10.3.5.2.1. Lodging arrangements for the team members.

10.3.5.2.2. Providing a briefing on the unit operation and outstanding features.

10.3.5.2.3. Access to all service facilities and documents.

10.3.5.2.4. If available, a photographer to take photographs of the review process, when requested. Photographs to be supplied to ANG/SVX within 30 days after the visit.

10.3.5.3. AF Form 1038, Food Service Evaluation Record, will be the primary evaluation tool used by the ANG team in their review of each nominee.

10.3.6. The unit selected to receive the ANG Food Service Excellence Award will be notified by message and will represent the ANG at the Annual USAF John L. Hennessy Award Ceremony held in Chicago each year.

10.4. ANG Outstanding Services Unit. Recognizes excellence in overall services functions including force management, food operations, lodging, and overall customer service.

10.4.1. Eligibility. All services flights/elements.

10.4.1.1. The previous year's winner is ineligible.

10.4.2. Inclusive dates of nomination are 1 January through 31 December.

10.4.3. Nomination Submission:

10.4.3.1. Use one AF Form 1206, front and back, single-spacing. Address the following areas:

10.4.3.1.1. Evaluation visits.

10.4.3.1.2. Staff Assistance Visits.

10.4.3.1.3. Audit Reports.

10.4.3.1.4. Community involvement/service.

10.4.3.1.5. Overall customer satisfaction.

10.4.3.2. Send a fact sheet (attachment 7), limited to one single-spaced page, that includes the following information:

10.4.3.2.1. Name and location of nominated unit.

10.4.3.2.2. Brief mission state of the installation and the services flight/element.

10.4.3.2.3. Grade, full name, and military address of the state adjutant general and personnel in the chain of command to include the installation commander, chief of services, services superintendent, and Prime RIBS technician.

10.4.3.3. Biography sheets of the chief of services and all MSgt, SMSgt, and CMSgt assigned to the services flight/element. (Refer to attachment 5.)

10.4.3.4. The latest MAJCOM inspection/assessment report.

10.4.3.5. One 8 x 10-inch color group photograph of assigned services personnel.

10.4.4. Submission Instructions:

10.4.4.1. States may submit as many nominations as they feel are deserving of recognition.

10.4.4.2. Completed nomination packages must

include an indorsement by the state adjutant general or designated representative.

10.4.4.3. Nomination packages must be submitted in an original and five copies (submit only one group photo).

10.4.4.4. Submit nominations to ANG/MPPSA no later than 1 April.

10.4.5. Selection Criteria:

10.4.5.1. Units meeting selection criteria will be notified by message of visit schedule of the ANG Services Management Team. The scheduled visit will normally be conducted during the May to July timeframe.

10.4.5.2. Base support during the visit should include:

10.4.5.2.1. Lodging arrangements for the team members.

10.4.5.2.2. Providing a briefing on the unit operation and outstanding features.

10.4.5.2.3. Access to all services facilities and documents (including SORTS report).

10.4.5.2.4. If available, a photographer to take photographs of the review process, when requested. Photographs to be supplied to ANG/SVX within 30 days after the visit.

10.5. ANG Civil Engineers Association "Colonel William L. Deneke" Outstanding Civil Engineer Unit Award. This award recognizes ANG Civil Engineer Prime BEEF and RED HORSE units.

10.5.1. Inclusive dates of nomination are 1 January through 31 December.

10.5.2. Nomination submission.

10.5.2.1. Limit the write-up to two single-spaced pages, addressing the following areas:

10.5.2.1.1. Average Unit Manning Level. To compute average: add end of month authorized strengths from the Unit Manning Documents for the 12 months of the reporting period; divide by 12 to determine the yearly average authorized manning level; add end of month assigned strength for the previous 12 months and divide by 12 to determine the yearly average assigned strength; divide the average assigned strength by the average authorized strength to determine the average manning level for the year.

10.5.2.1.2. Annual Average UTA Attendance. All personnel who are constructively present and those performing appropriate duty with or without pay will be included. (Source NGB Form 633, Attendance Roster, see ANGI 65-101.)

10.5.2.1.3. Recruiting Retention Effort - Show total gains, losses, and end strength for the reporting

period.

10.5.2.1.4. Inspections. Enter the rating of the last inspection/assessment and the date of the report.

10.5.2.1.5. Annual Training Deployment. Provide a narrative on deployments, accomplishments, include savings in manpower, material, and resources. Emphasize results and training received.

10.5.2.1.6. Adverse Factors. Units will report, in paragraph format, any circumstances that were considered adverse to the unit mission. Circumstances must have been beyond the control of the unit. These circumstances will not be weighted but will be considered by the National Guard Bureau Special Awards Board.

10.5.3. Submission Instructions:

10.5.3.1. States may nominate as many units as are eligible.

10.5.3.2. Completed nomination packages will include an indorsement by the state adjutant general or designated representative.

10.5.3.3. Nomination packages must be submitted in an original and five copies.

10.5.3.4. Submit nominations to ANG/MPPSA no later than 31 March.

Chapter 11

JUDGE ADVOCATE SPECIAL TROPHIES AND AWARDS PROGRAMS

11.1. General Information. The programs listed in this chapter are programs for which the Office of the Judge Advocate (NGB-JA) is the functional Office of Primary Responsibility (OPR).

11.2. Air Force Special Trophies and Awards. The following special trophies and awards will be monitored by the Judge Advocate. Refer to chapter 2 of this publication and the Air Force publication identified for nominating eligibility and submission instructions.

11.2.1. Outstanding Reserve Judge Advocate of the Year Award (Reginald C. Harmon Award). Recognizes the outstanding Air Reserve Force judge advocate based on training accomplishments or contributions to mission support. Refer to AFI 36-2855.

NOTES:

1. Nominations from state headquarters judge

advocates and NGB judge advocates will be sent to ANG/MPPSA.

2. Unit nominations will be sent directly to the AF MAJCOM of the nominated unit after indorsement by the adjutant general or assistant adjutant general.

11.2.2. Outstanding Reserve Paralegal of the Year Award (David Westbrook Award). Recognizes the outstanding paralegal based on demonstrated initiative, technical skill, training accomplishments, or contribution to mission support. Refer to AFI 36-2855.

NOTES:

1. Nominations from state headquarters paralegal personnel and NGB paralegal personnel will be sent to ANG/MPPSA.

2. Unit nominations will be sent directly to the AF MAJCOM of the nominated unit after indorsement by the adjutant general or assistant adjutant general.

Chapter 12

EQUAL OPPORTUNITY SPECIAL TROPHIES AND AWARDS PROGRAMS

12.1. General Information. The programs listed in this chapter are programs for which the Directorate for Equal Opportunity (NGB-EO) is the

functional Office of Primary Responsibility (OPR).

12.2. ANG Outstanding Social Actions Office. This program was established to recognize the ANG

Unit Social Actions Office which has made significant contributions to the goals of equal opportunity and treatment, drug and alcohol abuse control, and human relations. Award is made on

achievement and performance.

12.2.1. Inclusive dates of nomination are 1 January through 31 December.

12.2.2. Nomination Submission:

12.2.2.1. Limit the write-up to four single-spaced or eight double-spaced pages. Use narrative format. Address, under the headings listed, the following five areas:

12.2.2.1.1. Human Relations Programs. Preplanning for schedule, lesson planning, attendance to include Senior NCOs and Officers, and Newcomers Orientation.

12.2.2.1.2. Drug and Alcohol Abuse/Control. Education concerning drug and alcohol abuse through a Drug and Alcohol Control Committee, use of television, newspapers, classroom instruction, orientation programs, dissemination of information, and referral programs.

12.2.2.1.3. Implementation and Assessment of Affirmative Action Plan Objectives. Progress in minority/ethnic/female representation in officer and

enlisted ranks; accession of new members compared to local demographic ratio, and other objectives.

12.2.2.1.4. Community Involvement. Interaction with such organizations as Urban League, Alcoholics Anonymous, Drug Clinics, etc.

12.2.2.1.5. Unusual Programs and significant achievements. Conferences, workshops, recruiting and retention programs.

12.2.2.2. Send a fact sheet identifying the Social Actions Office, the name of the award, the inclusive dates of the nomination, and a brief summary of what made the office outstanding. (Refer to attachment 7.)

12.2.3. Submission Instructions:

12.2.3.1. States may submit one nomination.

12.2.3.2. Completed nomination packages must include an indorsement by the state adjutant general or designated representative.

12.2.3.3. Nomination packages must be submitted in an original and five copies.

12.2.3.4. Submit nominations to ANG/MPPSA no later than 1 June.

12.2.3.5. The Directorate of Equal Opportunity will select the recipient of this award utilizing the ANG Outstanding Social Actions Office of the Year Worksheet (attachment 8).

Chapter 13

TRAINING

SPECIAL TROPHIES AND AWARDS PROGRAMS

13.1. General Information. The programs listed in this chapter are programs for which the Training Division (ANG/MPT) is the functional Office of Primary Responsibility (OPR). In some instances, programs monitored by the Office of Training may apply to any member of the ANG (i.e., Outstanding CDC Graduate).

13.2 Enlisted PME Achievement Award. Recognizes superior performance and significant contribution to enlisted professional military education programs.

13.2.1. Eligibility. All enlisted members trained as professional military education instructors.

13.2.2. Categories:

13.2.2.1. Airman Leadership School Instructor.

13.2.2.2. NCO Academy Instructor.

13.2.2.3. Professional Military Education Manager.

13.2.3. Inclusive dates of nominations are 1 Janu-

ary through 31 December.

13.2.4. Nominations:

13.2.4.1. Use one AF Form 1206, front and back, single-spacing. Use bullet format. Describe achievements, contributions, and performance. Nominations must include specific facts, examples, and results of achievements. In addition, address the following (using the headings provided):

13.2.4.1.1. Mission Performance. Include specific examples of who was affected, exactly what was accomplished, and how did it contribute to enlisted professional military education.

13.2.4.1.2. Process Improvement Contributions. Include specific examples of new ideas that allowed tasks to be accomplished better, faster, easier, etc.

13.2.4.1.3. Professional Development and Community Involvement.

13.2.4.2. Include a Fact Sheet in the same format as attachment 7.

13.2.5. Submission Instructions:

13.2.5.1. States may submit as many nominations as are eligible to compete.

13.2.5.2. Completed nomination packages will include an indorsement by the state adjutant general or designated representative.

13.2.5.3. Nomination packages for Statutory tour personnel, e.g., ANG NCO Academy instructors, will be submitted through appropriate command channels.

13.2.5.4. Nomination packages must be submitted in an original and five copies.

13.2.5.5. Submit nominations to ANG/MPPSA no later than 1 February.

13.3. ANG Excellence in Training Award. This award is designed to recognize those individuals, both military and civilian, who have made important contributions in the training field. The award is not limited to one winner per year, but is intended to recognize up to 10 percent of assigned training managers who are major contributors to the ANG training program.

13.3.1. Eligibility. All ANG military members and Title 5 civilians assigned to a training position are eligible to compete for this award.

13.3.2. Categories. There are three categories of competition:

13.3.2.1. Staff. Staff level training managers are those assigned to group, wing, or MAJCOM training manager positions. The Superintendent of a Consolidated Training Office (CTO) is considered a staff-level position.

13.3.2.2. Unit. Training managers assigned to a headquarters, CTO, unit, flight, or detachment qualify for the unit-level award.

13.3.2.3. Additional duty. Those people who perform training duties in addition to their primary tasking.

13.3.3. Inclusive dates of nomination are 1 January through 31 December

13.3.4. Nomination Submission:

13.3.4.1. Use one AF Form 1206, front and back, single-spacing. Use bullet format. Describe achievements, contributions, and performance. Nominations must include specific facts, examples, and results of achievements. In addition, address the following (using the headings provided):

13.3.4.1.1. Leadership and job performance in primary duty.

13.3.4.1.2. Contributions to mission accomplishment. Include specific examples of who was affected, exactly what was accomplished, and how did it contribute to excellence in training. Avoid glittering generalities.

13.3.4.1.3. Contributions to individuals, the training community, and other functional communities. How did these efforts assist training programs within the organization or throughout the Air National Guard?

13.3.4.2. Include a Fact Sheet in the same format as attachment 7 and address the following areas:

13.3.4.2.1. Category of the Award: (Staff, Unit, or Additional Duty).

13.3.4.2.2. Name and grade of the nominee.

13.3.4.2.3. Present organization.

13.3.4.2.4. Current duty title.

13.3.4.2.5. Description of duties (not to exceed 10 lines).

13.3.4.3. Send a Base Level Report of Individual Personnel (RIP) with each individual nomination.

13.3.5. Submission instructions.

13.3.5.1. States may submit as many nominations as are eligible to compete.

13.3.5.2. Completed nomination packages will include an indorsement by the state adjutant general or designated representative.

13.3.5.3. Nomination packages must be submitted in an original and five copies.

13.3.5.4. Submit nominations to ANG/MPPSA no later than 1 February.

Chapter 14

**SYSTEMS COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS (C4)
SPECIAL TROPHIES AND AWARDS PROGRAMS**

14.1. General Information. The programs listed in this chapter are programs for which the Office of Systems Command, Control, Communications, and Computers (ANG/SC) is the functional Office of Primary Responsibility (OPR).

14.2. Air Force Special Trophies and Awards. The following special trophies and awards will be monitored by the Office of Systems Command, Control, Communications, and Computers. Refer to

chapter 2 of this publication and the Air Force publication identified for nominating eligibility and submission instructions.

14.2.1. Outstanding Air Force Information Manager Awards. Recognizes the outstanding accomplishments of Air Force information managers. Refer to AFI 36-2845.

14.2.2. Outstanding Air Force Organizational Information Management Awards. Recognizes superior performance in support of the Air Force mission. Refer to AFI 36-2845.

14.2.3. General Edwin W. Rawlings Award. Recognizes the officer or enlisted member whose innovative use of C4 systems technology most enhanced Air Force operations. Refer to AFI 36-2849.

14.2.4. Major General Harold M. McClelland Award. Recognizes C4 systems organization (401 or more members) for excellent support of the Air Force mission. Refer to AFI 36-2849.

14.2.5. Lieutenant General Harold W. Grant Award. Recognizes C4 systems organization (with 400 or fewer members) for excellent support of the Air Force mission. Refer to AFI 36-2849.

14.2.6. C4 Systems Professionalism Awards. Recognizes superior performance, professional excellence, and significant contributions to the Air Force. Refer to AFI 36-2849.

14.2.7. C4 Systems Center of the Year Award. Recognizes excellent all-around support of the Air Force mission. Refer to AFI 36-2849.

14.2.8. Air Force Radio Frequency Spectrum Manager of the Year. Recognizes superior performance, professional excellence, and significant contributions. Refer to AFI 36-2849.

14.2.9. Air Force Installation Radio Frequency Spectrum Manager of the Year. Recognizes superior performance, professional excellence, and significant contributions. Refer to AFI 36-2849.

14.2.10. Air Force C4 Systems Security Professional of the Year. Recognizes a C4 systems security individual whose contribution significantly improved the MAJCOM, Air Force, DoD, or national systems security posture, or has increased the efficiency of existing security systems. Refer to AFI 36-2849.

14.2.11. Base-Level C4 Systems Security Professional of the Year. Recognizes a C4 systems security individual whose contribution significantly improved the base level systems security posture or increased the efficiency of existing security systems. Refer to AFI 36-2849.

14.2.12. Air Force C4 Systems Security

Organization of the Year. Recognizes the Air Force C4 organization whose contribution significantly improved MAJCOM, Air Force, DoD, or national system security posture, or increased the efficiency of existing security systems. Refer to AFI 36-2849.

14.2.13. Base-Level C4 Systems Security Organization of the Year. Recognizes a base level C4 organization whose contribution significantly improved the base level systems security posture or increased the efficiency of existing security systems. Refer to AFI 36-2849.

14.3. Air National Guard Visual Information Manager of the Year. This program is intended to recognize the individual ANG Visual Information Manager (VIM) who has contributed the most to the success of their Combat Visual Information Service Center and the overall Visual Information Management program. The objective is to encourage professionalism, process improvement, cross-tell, productivity, customer service, and the overall morale and welfare of the VIM community.

14.3.1. Eligibility. Nomination is open to all ANG Unit Visual Information Managers.

14.3.2. Inclusive dates of nomination are 1 December through 30 November.

14.3.3. Nomination submission.

14.3.3.1. Limit the write-up to two single-spaced pages. Use narrative format and address each of the following areas:

14.3.3.1.1. Leadership and job performance in primary duty.

14.3.3.1.2. Contribution to the ANG visual information community.

14.3.3.1.3. Significant self-improvements.

14.3.3.1.4. Community involvement.

14.3.3.1.5. Air Force, civilian, or customer recognition.

14.3.3.1.6. Other significant accomplishments:

14.3.3.2. Submit a letter of recommendation from the unit commander.

14.3.3.3. Submit a biographical sketch. (Refer to attachment 5.)

14.3.4. Submission Instructions:

14.3.4.1. States may submit as many nominations as they feel are deserving of recognition.

14.3.4.2. Nomination packages must be submitted in an original and three copies.

14.3.4.3. Completed nomination packages must include an indorsement from the state adjutant general or designated representative.

14.3.4.4. Submit nominations to ANG/SCMS, Attn: VIM Competition, 3500 Fetchet Ave, Andrews

AFB, MD, 20762-5157 no later than 1 December.

14.3.5. Selection Criteria:

14.3.5.1. Entries will be judged on their overall performance with emphasis placed on job related activities.

14.3.5.2. First, second, and third place will be recognized. Winner will receive a plaque and letter of congratulations. Runner-ups will receive a certificate.

14.4. Air National Guard Outstanding Combat Visual Information Service Center of the Year.

This competition is intended to recognize the Combat Visual Information Service Center (CVISC) which has contributed the most to meeting the mission of its parent organization, servicing its customers, and furthering the overall mission of the ANG CVISC. The objective is to encourage professionalism, process improvement, cross-tell, customer service, competition, and overall unit morale and welfare within the CVISC community.

14.4.1. Eligibility. Nomination is open to all ANG Combat Visual Information Service Centers.

14.4.2. Inclusive dates of nomination are 1 December through 30 November.

14.4.3. Nomination Submission:

14.4.3.1. Limit the write-up to two single-spaced pages. Use narrative format. The nomination should emphasize the units efforts in increasing quality, customer service, morale, training, innovation, and overall support to the mission of its parent organization and state. Do not break the narrative into categories.

14.4.3.2. Submit a letter of recommendation from the unit commander.

14.4.4. Submission Instructions:

14.4.4.1. States may submit as many nominations as they feel are deserving of recognition.

14.4.4.2. Completed nomination packages must include an indorsement by the state adjutant general or designated representative.

14.4.4.3. Nomination packages must be submitted in an original and three copies.

14.4.4.4. Submit nominations to ANG/SCMS, Attn: CVISC Competition, 3500 Fetchet Ave, Andrews AFB, MD, 20762-5157 no later than 1 December.

14.4.5. Selection Criteria:

14.4.5.1. Entries will be judged on their overall service to the parent unit and the mission.

14.4.5.2. First, second, and third place will be recognized. The winning unit will receive a plaque and letter of congratulations. Runner-ups will receive a certificate.

14.5. Air National Guard Video Awards. This award is intended to recognize the skills and abilities of military videographers. The objective is to promote professionalism in ANG visual communication and improve documentation of ANG actions, activities, and events. Competition rules mirror, as much as possible, the Department of Defense contest for the purpose of promoting ANG participation in that event.

14.5.1. Eligibility:

14.5.1.1. Nominations are open to all enlisted ANG personnel holding any Visual Information AFSC.

14.5.1.2. Entries cannot be taken as part of a professional business enterprise.

14.5.1.3. Qualified nominees may compete in any or all areas.

14.5.1.4. Only those holding the 3V0X3 AFSC may enter the DoD competition.

14.5.2. This official event is sponsored by the ANGRC/SC. Entrants should not be required to fund entries. Commanders are authorized and encouraged to provide facilities support and/or availability.

14.5.3. Categories:

14.5.3.1. Individual:

14.5.3.1.1. ANG Cinematographer of the Year. Two edited motion media clips (controlled action, uncontrolled action, or combat camera).

14.5.3.1.2. Combat Camera. An uncontrolled action clip depicting some aspect of the combat role in the U.S. military. The action can be covered either during a "real life" situation or a training exercise.

NOTE: Effective 1997, DoD entries for this category must be submitted to the Joint Combat Camera Center.

14.5.3.1.3. Uncontrolled Action. Clip which depicts some aspect of the military mission other than combat.

14.5.3.1.4. Controlled Action. Clip depicting some aspect of the military mission.

14.5.3.1.5. Editing. Achievement in editing of combat camera or uncontrolled action story. Video does not have to be shot solely by editor; only the editor is eligible for award.

14.5.3.1.6. Post-Production Editing. Recognizes the talents and achievements of editors. Video may or may not be the work of the individual submitting the entry.

14.5.3.2. Group.

14.5.3.2.1. Documentary. Designed to show team

work in the development of an unscripted, uncontrolled action documentary. Topic is open, but judging criteria and rules which apply to the other categories also apply to this category. Simplicity, creativity, and the ability to tell the story in the allotted time is critical.

14.5.3.2.2. Production. Involves all aspects of production and team work. Video may include controlled or uncontrolled action; on screen or voice over narration; and must be at least 50 percent scripted (i.e., a training video or a mission brief). Artistic techniques such as dissolves, digital effects, graphics, and music may be used, but most important will be the ability to effectively communicate to the audience. Identify target audience on Entry Form (attachment 9).

14.5.4. Inclusive dates of nomination are 1 December through 30 November.

14.5.5. Nomination submission - general requirements.

14.5.5.1. Each nomination must have a completed Entry Form (attachment 9).

14.5.5.2. The ANG Cinematographer of the Year and the Individual categories are open only to individual entries. At least 75 percent of the product must be shot by the individual submitting the entry. The editing of each entry must be the work of the individual submitting the entry. Material may be edited or re-edited solely for this competition. Clips must not exceed three minutes in length (excluding titles) and must depict some aspect of the military mission.

14.5.5.3. The Group Categories (Documentary and Production) are designed to show team involvement. The video may come from entries in other categories as long as it is re-edited.

14.5.5.4. Except for the Editing and Post-Production Editing categories, excessive post-production techniques; i.e., narration (except voice over interviews), music, dissolves, wipes, slit screens, or computer graphic displays are discouraged and should be limited for all categories except Production. Simplicity in telling the story is vital. Simple titles, overlays, and post-production is permitted.

NOTE. Although music may be allowed, this is not a music video contest. Use of music in an effort to carry your story could be detrimental.

14.5.5.5. Individuals may compete in all categories as long as the same clip is not used for entering more than one category. Two entries per individual per category is permitted with no more than eight total entries.

14.5.5.6. Each entry must have an Entry Identification Label (attachment 10). In the "Caption Information" section, include the following information:

14.5.5.6.1. A brief cover story.

14.5.5.6.2. A scene list.

14.5.5.6.3. Assignment date and place shot.

14.5.5.6.4. Title.

14.5.5.6.5. In the group categories, all participants should be identified.

14.5.5.6.6. Signature certification.

14.5.6. Nomination submission - specific requirements.

14.5.6.1. ANG Cinematographer of the Year. This is a portfolio nomination. It is comprised of two edited motion media clips from two of the three following categories: controlled, uncontrolled, combat camera. Clips may be the same as that entered in other individual categories. Submit one tape with no more than five seconds of black separating the two clips. Clearly identify tape as portfolio.

14.5.6.2. The documentary should be a maximum of 10 minutes in length (excluding titles) and is an open subject category.

14.5.6.3. The production should be limited to 15 minutes in length (excluding titles) and is an open subject category.

14.5.7. Submission Instructions:

14.5.7.1. States may submit as many nominations as they feel are deserving of recognition.

14.5.7.2. Completed nomination packages must include an indorsement by the state adjutant general or designated representative.

14.5.7.3. Submit nominations to ANG/SCMS, Attn: ANG COY Competition, 3500 Fetchet Ave, Andrews AFB, MD, 20762-5157 no later than 1 December.

14.5.8. Selection criteria. Nominations will be judged overall on: professional excellence, technical quality, originality, and the message. First, second, and third place may be recognized in each category. Honorable mention winners may also be awarded.

14.5.8.1. The winner of the ANG Cinematographer of the Year will receive at a minimum a plaque and a letter of congratulations.

14.5.8.2. Other category winners will receive at a minimum a certificate.

14.5.8.3. Entries will not be returned and may be used by other ANG agencies.

14.6. Air National Guard Pictures of the Year Awards. These awards are intended to recognize

the skills and abilities of ANG photographers. The objective is to promote professionalism in ANG visual communications and improve the visual information documentation of ANG actions, activities, and events. Competition rules mirror as much as possible the Department of Defense contest for the purpose of promoting ANG participation in that event.

14.6.1. Eligibility:

14.6.1.1. Nominations are open to all enlisted ANG personnel holding a Visual Information AFSC.

14.6.1.2. Entries must be produced as an official project and/or depict or relate to some aspect of military life or activity. Entries cannot be taken as part of a professional business enterprise.

14.6.1.3. Qualified nominees may compete in any or all areas.

14.6.1.4. Nominees holding the 3V0X2 AFSC will be entered in the DoD competition.

14.6.2. This is an official event sponsored by the ANG/SC. Entrants should not be required to fund entries. Commanders are authorized and encouraged to provide lab support and/or availability.

14.6.3. Categories.

14.6.3.1. Portfolio. ANG Photographer of the Year.

14.6.3.2. Individual. (Unless specifically indicated, entries must be military related although the military relationship does not have to be "visually" evident.)

14.6.3.2.1. Combat Camera. A picture which depicts some aspect of the combat role of the U.S. military. This type of photograph can be taken during a "real life" situation or a contingency training exercise.

NOTE: Effective 1997, DoD entries for this category must be submitted to the Joint Combat Camera Center.

14.6.3.2.2. Picture Story. A collection of pictures visually edited and mounted on two to four 11- by 14-inch boards which reveal a story line.

14.6.3.2.3 News. A picture of a scheduled news event for which advance planning was possible, or an unscheduled news event for which there was no advance planning. The written caption may be critical to the image.

14.6.3.2.4. Feature. A storytelling picture not necessarily news related. Usually a "found" situation that has strong human interest: a fresh view of the commonplace.

14.6.3.2.5. Portrait/Personality. A picture that captures an aspect of the subject's character.

14.6.3.2.6. Illustrative Photography. A photo-

graphic illustration produced from a pre-conceived idea and intended to clarify or dramatize nonvisual concepts.

14.6.3.2.7. Pictorial (military or non-military). A picture that exploits the graphic, aesthetic qualities of the subject with emphasis on composition.

14.6.3.2.8. Sports (military or non-military). A feature picture that is sports related or an action picture that shows participation in a game or sports event.

14.6.4. Inclusive dates of nomination are 1 December through 30 November.

14.6.5. Nomination submission - general.

14.6.5.1. Each nomination must have a completed Entry Form (Attachment 8) attached to the back of each entry.

14.6.5.2. No written or printed information may appear on the front of an entry. Caption information on the back of entries is mandatory.

14.6.5.3. All entries (color or black-and-white are acceptable in all categories) must be mounted, either horizontal or vertical, on 11 by 14-inch boards. Boards must be either solid white, gray, or black. Prints may bleed to the edge. No more than one photograph per board is permitted, except in the picture story category.

14.6.5.4. No more than 20 boards may be submitted by any one entrant to this contest.

14.6.5.5. Entries for the portfolio competition (Photographer of the Year) may not exceed a maximum of 10 boards.

14.6.5.6. Each picture story submission counts as one board, but it can be presented on two to four 11-by 14-inch, vertical or horizontal, boards. Picture story boards must be clearly identified.

14.6.5.7. Photographs can be entered in both portfolio and individual categories. A photograph that is entered in both should be identified by marking yes in the portfolio submission block on the entry form.

14.6.6. Nomination submission - specific requirements.

14.6.6.1. ANG Photographer of the Year portfolio competition contains a maximum of 10 entries with at least one from each of six individual categories (a submission in the picture story category will hold extra weight in the overall judging).

14.6.7. Submission instructions:

14.6.7.1. States may submit as many nominations as they feel are deserving of recognition.

14.6.7.2. Completed nomination packages must include an indorsement by the state adjutant general or designated representative.

14.6.7.3. Submit nominations to ANG/SCMS,

Attn: ANG MPOY Competition, 3500 Fetchet Ave, Andrews AFB, MD, 20762-5157 no later than 1 December.

14.6.8. Selection criteria.

14.6.8.1. Judges reserve the right to change the category of an entry if they feel another category would be more appropriate.

14.6.8.2. First, second, and third place will be recognized in each category. Honorable Mention may also be awarded.

14.6.8.3. Winner of the ANG Photographer of the Year will receive at a minimum a plaque and a letter of congratulations.

14.6.8.4. Other category winners will receive at a minimum a certificate.

14.6.8.5. Entries may not be returned and may be forwarded to other ANG agencies for use.

14.7. Air National Guard Graphics Awards.

These awards are intended to recognize the skills and abilities of ANG Graphics Artists. It is also intended to promote professionalism in ANG visual communications and improve presentations quality through graphic design.

14.7.1. Eligibility:

14.7.1.1. Contest is open to all enlisted ANG personnel holding a Visual Information AFSC.

14.7.1.2. The entry must be the exclusive work of the entrant and may not contain "clip art" or the work of another individual. EXCEPTION: Publications and Presentation Categories.

14.7.1.3. Qualified nominees may compete in any or all areas.

14.7.1.4. Entries cannot be done as part of a commercial business enterprise.

14.7.2. This is an official event sponsored by the ANG. Nominees should not be required to fund entries. Commanders are authorized and encouraged to provide facility support and/or availability.

14.7.3. The areas of competition are:

14.7.3.1. ANG Graphics Artist of the Year (GAOY).

14.7.3.2. Individual:

14.7.3.2.1. Illustration. All two dimensional work or transparencies created by any mechanical or freehand method not utilizing electronic systems or computers, this may include cartoons, portraits, and paintings.

14.7.3.2.2. Dimensional. All work created that displays multi-dimensional talents, this may include stand alone sculptures, woodwork, or crafts. Photos of the art is acceptable for entry; however, more than one angle should be shot to provide a dimensional

perspective.

14.7.3.2.3. Animation. Computer generated animation used as part of a video production. A VHS video tape of only the animation should be submitted.

14.7.3.2.4. Publications. Brochures, books, handbooks, and newsletters involving multiple page layout, text, etc. Photos done by others may be used, however, if clip-art is used, at least 66% must be original work.

14.7.3.2.5. Presentation. Slides and/or transparencies generated by computer to be used for briefings or presentations. Photos done by others may be used, however, if clip-art is used, at least 66% must be original.

14.7.4. Inclusive dates of nominations are 1 December through 30 November.

14.7.5. Nomination submission - general requirements:

14.7.5.1. Each nomination must have a completed Entry Form (attachment 9).

14.7.5.2. All entries should, if possible, be submitted in the original medium for which they were created, no larger than 11 by 14 inches, mounted, unless otherwise specified. Where it is not possible to send the original medium, a photograph or 35mm slide of the entry will be acceptable.

14.7.5.3. Each nominee may submit no more than 10 entries. Entries may be in one or all categories.

14.7.5.4. Nominations for the GAOY must submit a portfolio of a minimum of six entries from at least two of the categories. Weight will be given for diversity. Portfolio entries must be identified on the entry form.

14.7.5.5. Each entry must have an Entry Identification Label (attachment 10). Attach to the back of each entry. It should be made very clear on the entry form the intent or purpose for which the graphic was created (i.e., designed for a presentation given by the wing commander to the local Rotary Club).

14.7.5.6. Entries, except in the dimensional category, must have a military or military related purpose.

14.7.5.7. Inclusion of photographs made by others is permitted.

14.7.5.8. Graphic submissions may be entered in both the Portfolio and Individual categories. A graphic entered in both should be identified by marking yes in the Portfolio submission block on the Entry Form.

14.7.6. Nomination submission - specific requirements.

- 14.7.6.1. A portfolio contains a minimum of six entries from at least two of the Individual categories.
- 14.7.7. Submission instructions:
 - 14.7.7.1. States may submit as many nominations as they feel are deserving of recognition.
 - 14.7.7.2. Completed nomination packages must include an indorsement by the state adjutant general or designated representative.
 - 14.7.7.3. Submit nominations to ANG/SCMS, Attn: ANG GAOY Competition, 3500 Fetchet Ave., Andrews AFB, MD, 20762-5157 no later than 1 December.
- 14.7.8. Selection criteria:
 - 14.7.8.1. Nominations will be judged overall on

- design layout, technical quality, originality, and how well the graphic communicates its message.
- 14.7.8.2. First, second, and third place will be recognized in each category. Honorable Mention winners may also be awarded.
- 14.7.8.3. Winner of the ANG Graphic Artist of the Year will receive at a minimum a plaque and a letter of congratulations.
- 14.7.8.4. Other category winners will receive at a minimum a certificate.
- 14.7.8.5. Entries may not be returned and may be used by other ANG agencies.

Chapter 15

PUBLIC AFFAIRS SPECIAL TROPHIES AND AWARDS PROGRAMS

15.1. General Information. The programs listed in this chapter are programs for which the Office of Public Affairs (NGB-PA) is the functional Office of Primary Responsibility (OPR).

15.2. Air Force Special Trophies and Awards. The following special trophies and awards will be monitored by the Office of Public Affairs. Refer to chapter 2 of this publication and the Air Force publication identified for nominating eligibility and submission instructions.

- 15.2.1. Excellence in Wing History Programs. Recognizes individuals who have provided superior historical support to their units and submitted above satisfactory periodic histories. Refer to AFI 36-2863.
- 15.2.2. Excellence in Historical Publications. Recognizes individuals who have produced outstanding monographs, studies, or comparable products. Refer to AFI 36-2863.
- 15.2.3. Air Force Public Affairs Achievement Awards Program. Recognizes exceptional performance in both unit and individual categories. Refer to SAF/PA call letter.

15.3. Air National Guard History Awards. These awards recognize unit historians. Nominations are not required. Determination of awards is based on documentation maintained in NGB-PAH.

- 15.3.1. The "Beckwith Havens" History of the Year Award. Recognizes the best unit history written by a traditional Guard member.
- 15.3.2. The "Theodore C. Marrs" History of the

Year Award. Recognizes the best unit history written by an additional duty historian.

15.3.3. The "Addison Baker" Special Achievement in History Award. Recognizes any ANG historian who has made some significant contribution to the ANG or other official history programs other than the writing of a regular unit history.

15.4. National Guard Bureau Annual Media Contest. Recognizes outstanding contributions by journalists and broadcasters in support of the internal information program and the Air Force mission.

15.4.1. Categories:

15.4.1.1. ANG Broadcast Journalist.

15.4.1.2. ANG Print Journalist.

15.4.2. Eligibility. Units or military personnel who submit material to or assigned to Air Force/Air National Guard magazines, newspapers, and radio and television stations may submit entries.

15.4.3. Inclusive dates of nomination are 1 January through 31 December.

15.4.4. Nomination submission. AFNEWS/IIB will provide specific guidance annually.

15.4.5. Submission Instructions:

15.4.5.1. States may submit as many nominations as they feel are deserving of recognition.

15.4.5.2. Completed nomination packages must include an indorsement by the state adjutant general or designated representative.

15.4.5.3. Nomination packages must be submitted per instructions provided by AFNEWS/IIB.

15.4.5.4. Submit nominations for ANG Broadcast Journalist to AFNEWS/IIB.

15.4.5.5. Submit nominations for ANG Print Journalist to ANG/MPPSA.

15.4.5.6. The ANG Print Journalist selectee will be submitted as the ANG nominee for the Air Force Media Contest competition.

Chapter 16

PRODUCTIVITY AND QUALITY SPECIAL TROPHIES AND AWARDS PROGRAMS

16.1. General Information. The programs listed in this chapter are programs for which the Directorate of Productivity and Quality (ANG/PQ) is the functional Office of Primary Responsibility (OPR).

16.2. Air Force Special Trophies and Awards. The following special trophies and awards will be monitored by the Office of Quality Control. Refer to chapter 2 of this publication and the Air Force publication identified for nominating eligibility and submission instructions.

16.2.1. Outstanding Productivity Contributing Officer/Airman of the Year. Demonstrates specific, imaginative, and innovative achievements that have increased quality and productivity through promotion and participation in Productivity Enhancing Capital Investment Programs (PECIP). Refer to AFI 36-2830.

16.2.2. American Institute of Aeronautics and Astronautics Leadership in Quality Management Award. Recognizes significant or continuous improvement within an aerospace organization for a specific contribution such as improved quality, reliability, and safety; decreased complexity and variability; or, more efficient use of time, human resources, and materials. Refer to Call Letter.

NOTE: Nomination forms may be obtained by contacting ANG/MPPSA.

16.2.3. Team Quality Award. Recognizes outstanding team performance, promotes Quality Air Force (QAF) Awareness and implementation. It emphasizes team work, the sharing of best practices, and promotes continuous process improvement and the appropriate use of metrics. Refer to Call Letter.

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

AFI 36-2803, *The Air Force Awards and Decorations Program*
 AFI 36-2805, *Special Trophies and Awards*
 AMCI 36-2806, *Lieutenant General William H. Tunner Award* (AMC only)
 AFI 36-2807, *HQ USAF Deputy Chief of Staff Plans and Operations, Annual Awards Program*
 AFI 36-2817, *Civil Engineer Awards Program*
 AFI 36-2818, *The USAF Logistics Awards Decoration*
 AFI 36-2830, *Productivity Enhancement Awards for Professional Excellence*
 AFI 36-2833, *Safety Awards*
 AFI 36-2845, *Annual Outstanding Air Force Information Management Awards*
 AFI 36-2846, *Financial Management and Comptroller Annual Awards Program*
 AFI 36-2847, *Intelligence Awards*
 AFI 36-2848, *Air Force Security Police Awards Program*
 AFI 36-2849, *Command, Control Communications and Computer (C4) Systems Awards Program*
 AFI 36-2856, *Medical Service Awards*
 AFI 36-2863, *History Awards*
 AFI 36-2864, *General and Mrs. Jerome F. O' Malley Award*
 AFI 36-2852, *The Air Force Services (SV) Awards Program*
 AFI 36-2855, *Judge Advocate General Awards*
 AFI 65-601, volume 1, *Budget Guidance and Procedures*
 AMCR 900-5, *Personnel Awards*
 USAFAR 900-5, *Col James Jabara Airmanship Award*
 MCR 900-22 (ACC/PACAF/USAFE), *Lieutenant General Claire Lee Chennault Award*

*Abbreviations or
Acronyms*

Definitions

AFA	Air Force Association
AFI	Air Force Instruction
AFOEA	Air Force Organizational Excellence Award
AFOUA	Air Force Outstanding Unit Award
AFSA	Air Force Sergeants Association
AGR	Active Guard Reserve
ANGRC	Air National Guard Readiness Center
AOC	Association of Old Crows
API	American Petroleum Institute
ARS	Air Rescue Service
BSC	Biomedical Science Corps
CATM	Combat Arms Training and Maintenance
CVISC	Combat Visual Information Services Center
CTO	Consolidated Training Office
DC	Dental Corps
FOA	Field of Avionics
GAOY	Graphics Artist of the Year
GEICO	Government Employees Insurance Company
GSU	Geographically Separated Unit
ION	Institute of Navigation

***Abbreviations or
Accronyms******Definitions***

MC	Medical Corps
MPF	Military Personnel Flight
MSC	Medical Service Corps
NC	Nurse Corps
NCOA	Noncommissioned Officers Association
NDTA	National Defense Transportation Association
NSPE	National Society of Professional Engineers
OPR	Office of Primary Responsibility
OAY	Outstanding Airmen of the Year
PECIP	Productivity Enhancing Capital Investment Programs
PME	Professional Military Education
QAF	Quality Air Force
RIP	Report on Individual Personnel
SAME	Society of American Military Engineers
VIM	Visual Information Manager

Attachment 2

OVERVIEW OF SPECIAL TROPHIES AND AWARDS

MANPOWER AND PERSONNEL (ANG/MP) AWARD PROGRAMS		
Air Force Programs and Directives	Inclusive Dates	Due to ANG/ MPPSA
<u>Air Force Association Aerospace Awards</u> (paragraph 3.2.1. and AFI 36-2805) Citation of Honor Gill Robb Wilson Award	1 Jan - 31 Dec	1 Dec
Outstanding AF Personnel Manager of the Year Award (paragraph 3.2.2. and MPF Letter)	1 Jan - 31 Dec	15 Jan
AFSA Pitsenbarger Award (paragraph 3.2.3. and AFI 36-2805)	1 Jan - 31 Dec	15 Mar
NCOA Vanguard Award (paragraph 3.2.4. and AFI 36-2805)	1 Jan - 31 Dec	1 Jan
Ten Outstanding Young Americans Award (paragraph 3.2.5. and AFI 36-2805)	N/A	15 Jun
Lance P. Sijan USAF Leadership Award (paragraph 3.2.6. and AFI 36-2805)	1 Jul - 30 Jun	15 Jul
Air Force Organizational Excellence Award (paragraphs 3.2.7. and 3.4. and AFI 36-2803)	Last 12-24 mos	1 Jun
Air Force Outstanding Unit Award (paragraphs 3.2.8. and 3.4. and AFI 36-2803)	Last 12-24 mos	1 Sep
Team of the Year Award (paragraph 3.2.9. and AFI 36-2805)	1 Jan - 31 Dec	Upon Request
The Verne Orr Award (paragraph 3.2.10. and AFI 36-2805)	1 Jan - 31 Dec	15 Dec
The Joan Orr Air Force Spouse of the Year Award (paragraph 3.2.11. and AFI 36-2805)	1 Jan - 31 Dec	15 Dec
12 Outstanding Airmen of the Year (paragraph 3.2.12. and AFI 36-2805)	1 Jan - 31 Dec	1 Feb
AF First Sergeant of the Year (paragraph 3.2.13. and AFI 36-2805)	1 Jan - 31 Dec	1 Feb

Major Command Programs and Directives		
Airlift Association Young Leadership Award (paragraph 3.3.1. and AMCR 900-5)	1 Jan - 31 Dec	15 Mar
Air National Guard Programs		
ANG Outstanding Military Personnel Flight/GSU Personnel Offices (paragraph 3.5.)	1 Jan - 31 Dec	15 Jan
ANG DEERS/RAPIDS Excellence in Customer Service Award (paragraph 3.6.)	Per Call Letter	Per Call Letter
ANG Outstanding Retention Office Manager and Unit Career Advisor Awards (paragraph 3.7.)	1 Oct - 30 Sep	15 Feb
ANG Outstanding Recruiting Office Supervisor Award, Outstanding GSU/MSU Recruiter Award, Outstanding Production Recruiter Award, and Outstanding Rookie Recruiter Award (paragraph 3.8.)	1 Oct - 30 Sep	15 Feb
<u>ANG Unit Recruiting and Retention Awards</u> (paragraph 3.9.) Basic Military Training Elimination Award Outstanding Minority Recruiting Award Outstanding Military Retention Award ANG Recruiting and Retention Excellence Award	N/A	N/A
<u>AFA, NGAUS, and NGB Flying Unit Awards</u> (paragraph 3.11.) AFA Outstanding ANG Flying Unit NGAUS Spaatz Trophy NGAUS Distinguished Flying Unit Plaques NGB Winston P. Wilson Trophy NGB Curtis N. "Rusty" Metcalf Trophy	1 Jan - 31 Dec	1 Mar
<u>NGAUS and NGB Non-Flying Unit Awards</u> (paragraph 3.12.) NGAUS Mission Support Trophy NGAUS Distinguished Mission Support Plaques NGB Functional Area Awards ANG Outstanding Air Control Unit ANG Outstanding Combat Communications Unit ANG Outstanding Communications Unit ANG Outstanding Engineering Installation Unit	1 Jan - 31 Dec	1 Mar

<u>Safety Awards</u> (paragraph 3.13.) Maj Gen John J. Pesch Flight Safety Trophy William W. Spruance Safety Award	1 Jan - 1 Dec	1 Mar
The AFA Earl T. Ricks Memorial Trophy (paragraph 3.14.)	1 Jan - 31 Dec	1 Mar

OPERATIONS, PLANS, AND PROGRAMS (ANG/XO) AWARD PROGRAMS		
Air Force Programs and Directives	Inclusive Dates	Due to ANG/MPPSA
<u>Air Force Association Aerospace Awards</u> (paragraph 4.2.1. and AFI 36-2805) Hoyt S. Vandenberg Award David C. Schilling Award H.H. Arnold Award	1 Jan - 31 Dec	1 Dec
Gen & Mrs Jerome F. O'Malley Award (paragraph 4.2.2. and AFI 36-2805)	1 Jan - 31 Dec	1 Feb
Col Joseph B. Duckworth Annual USAF Instrument Award (paragraph 4.2.3. and AFI 36-2807)	1 Jan - 31 Dec	15 Jan
Lt Col Anthony C. Shine Award (paragraph 4.2.4. and AFI 36-2807)	1 Jan - 31 Dec	15 Jan
Hughes Trophy (paragraph 4.2.5. and AFI 36-2807)	N/A	Per Req
<u>Field of Aeronautics Awards</u> (paragraph 4.2.6. and AFI 36-2805) Aviator's Valor Award Cheney Award Collier Trophy MacKay Trophy	1 Jan - 31 Dec	1 Oct
General Jerome F. O'Malley Award (paragraph 4.2.7. and AFI 36-2864)	1 Jan 15 Dec	15 Jan

<u>Institute of Navigation Awards</u> (paragraph 4.2.8. and AFI 36-2805) Norman P. Hays Award Thomas L. Thurlow Award P.V.H. Weems Award Superior Achievement Award	1 Jan - 31 Dec	1 Jan
Tactical Deception Awards (paragraph 4.2.9. and AFI 36-2807)	1 Oct - 30 Sep	15 Aug
Annual Weather Awards - Individual (paragraph 4.2.10. and AFI 36-2807)	1 Jan - 31 Dec	15 Dec
Intelligence Awards (paragraph 4.2.11. and AFI 36-2847)	1 Jan - 31 Dec	1 Jan
The Maj Gen Jack E. Thomas Award (paragraph 4.2.12. and AFI 36-2847)	1 Jan - 31 Dec	1 Jan
Life Support Awards (paragraph 4.2.13. and AFI 36-2807)	1 Jan - 31 Dec	15 Jan
<u>Association of Old Crows Awards</u> (paragraph 4.2.14. and AFI 36-2807) Gold Medal for Electronics Warfare Outstanding Unit Medal Individual AOC Medals Gold Certificate of Merit	N/A	15 Mar
Lt Gen Gordon A. Blake Aircraft Save Award (paragraph 4.2.15. and AFI 36-2807)	Within 30 days of event	N/A
<u>Annual US Air Force Air Traffic Control Awards</u> (paragraph 4.2.16. and AFI 36-2807) The D. Ray Hardin Air Traffic Control Facility (or Complex) of the Year Air Traffic Control Manager of the Year Air Traffic Control Watch Supervisor of the Year Air Traffic Control Supervisor of the Year Air Traffic Controller of the Year Air Traffic Control Training Achievement	1 Jan - 31 Dec	15 Jan
Annual Airfield Management Awards (paragraph 4.2.17. and AFI 36-2807)	1 Jan - 31 Dec	15 Jan
Operations Resource Management Awards (paragraph 4.2.18. and AFI 36-2807)	1 Jan	1 Dec
Outstanding Enlisted Aircrew Member of the Year Awards (paragraph 4.2.19. and AFI 36-2807)	1 Jan - 31 Dec	15 Jan

Wright Brothers Memorial Trophy (paragraph 4.2.20. and AFI 36-2805)	N/A	15 May
Major Command Programs and Directives		
Lt Gen Claire Lee Chennault Award (paragraph 4.3.1. and MCR 900-22)	1 Apr - 31 Mar	1 Mar
Lt Gen William H. Tunner Award (AMC only) (paragraph 4.3.2. and AMCI 36-2806)	1 Jan - 31 Dec	1 Apr
Robert "Dutch" Huyser Awards (AMC only) (paragraph 4.3.3. and AMCI 36-2806)	1 Jan - 31 Dec	15 Mar
Col James Jabara Airmanship Award (paragraph 4.3.4., USAFAR 900-5 and Message)	1 Jan - 31 Dec	15 Apr
Air Rescue Association Award (paragraph 4.3.5. and by Message from MAJCOM)	1 Aug - 31 Jul	15 Jun
Air National Guard Programs		
ANG Maj Gen John W. Collens Award (paragraph 4.4.)	1 Jan - 31 Dec	15 Dec

LOGISTICS, MAINTENANCE, SUPPLY, AND TRANSPORTATION (ANG/LG) AWARD PROGRAMS		
Air Force Programs and Directives	Inclusive Dates	Due to ANG/MPPSA
Logistics Plans and Programs Awards (ANG Clarence W. Long Award) (paragraph 5.2.1. and AFI 36-2818)	1 Jan - 31 Dec	1 Jan
The Gen Thomas P. Gerrity Memorial Award for Logistics Management (paragraph 5.2.2. and AFI 36-2818)	1 Jan - 31 Dec	1 Feb
The Gen Thomas P. Gerrity Logistics Award (paragraph 5.2.3. and AFI 36-2818)	1 Jan - 31 Dec	1 Feb
The NDTA Military Unit Award (paragraph 5.2.4. and AFI 36-2818)	1 Jan - 31 Dec	1 Jan
API Trophy Award (paragraph 5.2.5. and AFI 36-2818)	1 Jul - 30 Jun	1 Jul
Outstanding Supply and Fuels Personnel Awards (paragraph 5.2.6. and AFI 36-2818)	1 Jul - 30 Jun	1 Aug
Air Reserve Component Individual Transportation Awards (paragraph 5.2.7. and AFI 36-2818)	1 Jan - 31 Dec	1 Jan
Air Reserve Component Unit Transportation Awards (paragraph 5.2.8. and AFI 36-2818)	Jan - 31 Dec	1 Jan
The Air Force Crew Chief of the Year Award (paragraph 5.2.9. and AFI 36-2818)	1 Apr - 31 Mar	15 Mar
Gen Lew Allen, Jr. Trophy (paragraph 5.2.10. and AFI 36-2818)	1 Jun - 31 May	1 Jul
Clements McMullen Memorial Daedalian Weapon System Maintenance Trophy (Daedalian Trophy) (paragraph 5.2.11. and AFI 36-2818)	1 Oct - 30 Sep	1 Nov
The Maintenance Effectiveness Awards (paragraph 5.2.12. and AFI 36-2818)	1 Oct - 30 Sep	1 Oct
The Lt Gen Leo Marquez Personnel Awards (paragraph 5.2.13. and AFI 36-2818)	1 Jan - 31 Dec	1 Jan
Air Force Supply Effectiveness Awards (paragraph 5.2.14. and AFI 36-2818)	1 Oct - 30 Sep	1 Dec

Daedalian Supply Effectiveness Award (paragraph 5.2.15. and AFI 36-2818)	1 Oct - 30 Sep	1 Dec
Dudley C. Sharp Award (paragraph 5.2.16. and AFI 36-2818)	1 Jan - 31 Dec	1 Mar
Air Force Energy Award (paragraph 5.2.17. and AFI 36-2818)	1 Oct - 30 Sep	1 Aug
<u>Energy Conservation Awards</u> (paragraph 5.2.18. and AFI 36-2818) Installation Energy Conservation Award Resource Recovery Award Vehicle Energy Manager Award Facility Energy Manager Award	1 Oct - 30 Sep	1 Feb
Air National Guard Programs		
AFA CMSgt Dick Red Award (paragraph 5.3.)	N/A	1 Mar
ANG Thomas P. Glenn Award (paragraph 5.4.)	1 May - 30 Apr	15 Jun

SAFETY (ANG/SE) AWARD PROGRAMS		
Air Force Programs and Directives	Inclusive Dates	Due to ANG/MPPSA
Chief of Staff Individual Safety Award (paragraph 6.2.1. and AFI 36-2833)	1 Oct - 30 Sep	1 Nov
Koren Kolligian, Jr. Trophy (paragraph 6.2.2. and AFI 36-2833)	1 Oct - 30 Sep	1 Nov
Colombian Trophy (paragraph 6.2.3. and AFI 36-2833)	1 Oct - 30 Sep	1 Nov
Air Force Chief of Safety Special Achievement Award (paragraph 6.2.4. and AFI 36-2833)	N/A	1 Nov
Flight Safety Plaques (paragraph 6.2.5. and AFI 36-2833)	1 Oct - 30 Sep	1 Nov
Missile Safety Plaques (paragraph 6.2.6. and AFI 36-2833)	1 Oct - 30 Sep	1 Nov
Explosives Safety Plaques (paragraph 6.2.7. and AFI 36-2833)	1 Oct - 30 Sep	1 Nov
Safety Career Professional of the Year Award (paragraph 6.2.8. and AFI 36-2833)	1 Oct - 30 Sep	1 Nov
National Safety Council Awards (paragraph 6.2.9. and AFI 36-2833)	1 Oct - 30 Sep	1 Nov
System of Cooperation Among the Air Forces of the Americas Flight Safety Award (paragraph 6.2.10. and AFI 36-2833)	1 Oct - 30 Sep	1 Nov
AF Motor Cycle Safety Award (paragraph 6.2.11. and AFI 36-2833)	1 Oct - 30 Sep	1 Nov
Well-Done Award (paragraph 6.2.12. and AFI 36-2833)	Upon Event	N/A
The USAF "Aircraft Saver" Award (paragraph 6.2.13. and AFI 36-2833)	Upon Event	N/A
Government Employees Insurance Company (GEICO) Military Service Award	1 Oct - 30 Nov	1 Nov
Air National Guard Programs		
ANG Outstanding Individual Ground and Explosive Safety Award (paragraph 6.3.)	1 Oct - 30 Sep	15 Dec

SECURITY (ANG/SP) AWARD PROGRAMS			
Air Force Programs and Directives		Inclusive Dates	Due to ANG/MPPSA
AF Security Police Program Awards (paragraph 7.2.1. and AFI 36-2848)		1 Jan - 31 Dec	1 Jan
AF Security Police Unit Awards (paragraph 7.2.2. and AFI 36-2848)		1 Jan - 31 Dec	1 Feb
AF Combat Arms Training and Maintenance Individual Awards Program (paragraph 7.2.3. and AFI 36-2848)		1 Jan - 31 Dec	1 Jan
Col Billy Jack Carter Award (paragraph 7.2.4. and AFI 36-2848)		1 Jan - 31 Dec	1 Jan

THE AIR SURGEON (ANG/SG) AWARD PROGRAMS			
Air Force Programs and Directives		Inclusive Dates	Due to ANG/MPPSA
The USAF Health Promotion Program Annual Award - Best Small Base Category (paragraph 8.2.1. and AFI 36-2856)		1 Jan - 31 Dec	Per Call Letter
AF Brig Gen Sarah P. Wells Award (paragraph 8.2.2. and AFI 36-2856)		1 Jan - 31 Dec	15 Feb
Brig Gen Donald B. Wagner Administrative Excellence Award (paragraph 8.2.3. and AFI 36-2856)		1 Jan - 31 Dec	15 Aug
Outstanding Medical Readiness Persons of the Year Award (paragraph 8.2.4. and AFI 36-2856)		Per Call Letter	Per Call Letter
Col Cleveland L. Parker Award (paragraph 8.2.5. and AFI 36-2856)		1 Jan - 31 Dec	15 Jan
Society of USAF Flight Surgeons Aeromedical Technician of the Year (The Olson-Wegner Award) (paragraph 8.2.6. and AFI 36-2856)		1 Jan - 31 Dec	Per Call Letter

AF Laboratory Medicine Awards (paragraph 8.2.7. and AFI 36-2856)	Preceding 3 years	Per Call Letter
The Col Donald D. Dunton Award for the USAF Optometry/Ophthalmology Airman/NCO of the Year (paragraph 8.2.8. and AFI 36-2856)	1 Jan - 31 Dec	15 Jan
Young Health Care Administrator of the Year (paragraph 8.2.9. and AFI 36-2856)	1 Jan - 31 Dec	15 Jun
Dental Airman, NCO, Senior NCO, and Junior Officer of the Year (paragraph 8.2.10. and AFI 36-2856)	Per Call Letter	Per Call Letter
Annual Outstanding Enlisted Health Services Management Award (paragraph 8.2.11. and AFI 36-2856)	1 Jan - 31 Dec	Per Call Letter
Air National Guard Programs		
ANG Outstanding Flight Surgeon of the Year (paragraph 8.3.)	1 Jan - 31 Dec	15 Aug
<u>ANG Medical Service Awards</u> (paragraph 8.4.) ANG Outstanding Medical Services Airman Award ANG Outstanding Biomedical Sciences Corps Officer Award ANG Outstanding Dental Corps Officer Award ANG Outstanding Medical Services Corps Officer Award ANG Outstanding Medical Corps Officer Award ANG Outstanding Nurse Corps Award James D. Weaver Award	1 Jul - 30 Jun	15 Aug
Theodore C. Marrs Award (Outstanding Medical Unit) (paragraph 8.5.)	1 Jul - 30 Jun	15 Aug
ANG Flight Nurse of the Year Award (paragraph 8.6.)	1 Jan - 31 Dec	Per Call Letter

FINANCIAL MANAGEMENT/COMPTROLLER (ANG/FM) AWARD PROGRAMS		
Air Force Programs and Directives	Inclusive Dates	Due to ANG/MPPSA
Financial Management and Comptroller Annual Awards - Individual (paragraph 9.2.1. and AFI 36-2846)	1 Oct - 30 Sep	15 Nov
Special Acts and Services Awards (paragraph 9.2.2. and AFI 36-2846)	1 Oct - 30 Sep	15 Nov
Top Dollar Competition Award (paragraph 9.2.3. and AFI 36-2846)	N/A	N/A

ENGINEERING AND SERVICES (ANG/CE) AWARD PROGRAMS		
Air Force Programs and Directives	Inclusive Dates	Due to ANG/MPPSA
Outstanding Civil Engineer Unit Awards (paragraph 10.2.1. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Brig Gen Michael A. McAuliffe Award (paragraph 10.2.2. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The AF Outstanding Civil Engineer Resources Flight Award (paragraph 10.2.3. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Brig Gen Archie S. Mayes Award (paragraph 10.2.4. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Maj Gen Clifton D. Wright Award (paragraph 10.2.5. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The CMSgt Ralph E. Sanborn Award (paragraph 10.2.6. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The SMSgt Gerald J. Stryzak Award (paragraph 10.2.7. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Col Frederick J. Riemer Award (paragraph 10.2.8. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Air Force Outstanding Civil Engineer Environmental Flight Award (paragraph 10.2.9. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct

The Outstanding Civil Engineer Manager of the Year Awards (paragraph 10.2.10. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Maj Gen Joseph A. Ahearn Enlisted Leadership Award (paragraph 10.2.11. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Maj Gen William D. Gilbert Awards (paragraph 10.2.12. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Air Force Design Awards (paragraph 10.2.13. and AFI 36-2817)	Per Call Letter	15 Aug
The Gen Thomas D. White Environmental Quality Award (paragraph 10.2.14. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Air Force Environmental Compliance Award (paragraph 10.2.16. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Air Force Environmental Pollution Prevention Award (paragraph 10.2.17. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Air Force Environmental Planning Award (paragraph 10.2.18. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Gen Thomas D. White Natural/Cultural Resources Management Award (paragraph 10.2.19. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Gen Thomas D. White Individual Award for Environmental Quality (paragraph 10.2.20. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Air Force Environmental Restoration Award for Individual Excellence (paragraph 10.2.21. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Air Force Environmental Compliance Award for Individual Excellence (paragraph 10.2.22. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Air Force Pollution Prevention Award for Individual Excellence (paragraph 10.2.23. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Gen Thomas D. White Environmental Planning Award for Individual Excellence (paragraph 10.2.24. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Gen Thomas D. White Natural/Cultural Resources Management Award for Individual Excellence (paragraph 10.2.25. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The Gen Edwin W. Rawlings Awards for Environmental Excellence (paragraph 10.2.26. and AFI 36-2817)	1 Jan - 31 Dec	1 Feb
The Col Bernt Balchen Award (paragraph 10.2.27. and AFI 36-2817)	1 Jan - 31 Dec	15 Jan

The SAME Newman Medal (paragraph 10.2.28. and AFI 36-2817)	1 Oct - 30 Sep	1 Oct
The NSPE Federal Engineer of the Year Awards (paragraph 10.2.29. and AFI 36-2817)	Per Call Letter	Per Request
The Federal Environmental Engineer of the Year Awards (paragraph 10.2.30. and AFI 36-2817)	previous 2 years	1 Oct
Theodore Von Karman Award (AFA) (paragraph 10.2.31. and AFI 36-2805)	1 Jan - 31 Dec	15 Dec
AF Services Individual Awards (paragraph 10.2.32. and AFI 36-2852)	1 Jan - 31 Dec	1 Feb
Healthy American Fitness Leaders Award (paragraph 10.2.33. and AFI 36-2852)	1 Jan - 31 Dec	5 Jan
Air National Guard Programs		
ANG Food Service Excellence Award (paragraph 10.3.)	1 Jan - 31 Dec	1 Oct
ANG Outstanding Services Unit (paragraph 10.4.)	1 Jan - 30 Dec	1 Apr
ANGCEA "Colonel William L. Deneke" Outstanding Civil Engineer Unit Award (paragraph 10.5.)	1 Jan - 31 Dec	31 Mar

JUDGE ADVOCATE (NGB-JA) AWARD PROGRAMS		
Air Force Programs and Directives	Inclusive Dates	Due to ANG/ MPPSA
Outstanding Reserve Judge Advocate of the Year Award (Reginald C. Harman Award) (paragraph 11.2.1. and AFI 36-2855)		1 Feb
Outstanding Reserve Paralegal of the Year Award (David Westbrook Award) (paragraph 11.2.2. and AFI 36-2855)		1 Feb

EQUAL OPPORTUNITY (NGB-EO) AWARD PROGRAMS		
Air National Guard Programs	Inclusive Dates	Due to ANG/ MPPSA
ANG Outstanding Social Actions Office (paragraph 12.2.)	1 Jan - 31 Dec	1 Jun

TRAINING (ANG/MPT) AWARD PROGRAMS		
Air National Guard Programs	Inclusive Dates	Due to ANG/ MPPSA
<u>Enlisted PME Achievement Award</u> (paragraph 13.2.) ALS Instructor NCO Academy Instructor PME Manager	1 Jan - 31 Dec	1 Feb
ANG Excellence in Training Award (paragraph 13.3.)	1 Jan - 31 Dec	1 Feb

SYSTEMS COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS (ANG/SC) AWARD PROGRAMS		
Air Force Programs and Directives	Inclusive Dates	Due to ANG/ MPPSA
Outstanding Air Force Information Manager Awards (paragraph 14.2.1. and AFI 36-2845)	1 Oct - 30 Sep	1 Nov
Outstanding Air Force Organizational Information Management Awards (paragraph 14.2.2. and AFI 36-2845)	1 Oct - 30 Sep	1 Nov
Gen Edwin W. Rawlings Award (paragraph 14.2.3. and AFI 36-2849)	1 Jan - 31 Dec	15 Jan
Maj Gen Harold M. McClelland Award (paragraph 14.2.4. and AFI 36-2849)	1 Jan - 31 Dec	15 Jan

Lt Gen Harold W. Grant Award (paragraph 14.2.5. and AFI 36-2849)	1 Jan - 31 Dec	15 Jan
C4 Systems Professionalism Awards (paragraph 14.2.6. and AFI 36-2849)	1 Jan - 31 Dec	15 Jan
C4 Systems Center of the Year Award (paragraph 14.2.7. and AFI 36-2849)	1 Jan - 31 Dec	15 Jan
AF Radio Frequency Spectrum Manager of the Year (paragraph 14.2.8. and AFI 36-2849)	1 Jan - 31 Dec	15 Jan
AF Installation Radio Frequency Spectrum Manager of the Year (paragraph 14.2.9. and AFI 36-2849)	1 Jan - 31 Dec	15 Jan
AF C4 Systems Security Professional of the Year (paragraph 14.2.10. and AFI 36-2849)	1 Jan - 31 Dec	15 Jan
Base-Level C4 Systems Security Professional of the Year (paragraph 14.2.11. and AFI 36-2849)	1 Jan - 31 Dec	15 Jan
AF C4 Systems Security Organization of the Year (paragraph 14.2.12. and AFI 36-2849)	1 Jan - 31 Dec	15 Jan
Base-Level C4 Systems Security Organization of the Year (paragraph 14.2.13. and AFI 36-2849)	1 Jan - 31 Dec	15 Jan
Air National Guard Programs		
ANG Visual Information Manager of the Year (paragraph 14.3.)	1 Dec - 30 Nov	1 Dec
ANG Outstanding Combat Visual Information Service Center of the Year (paragraph 14.4.)	1 Dec - 30 Nov	1 Dec
<u>ANG Video Awards</u> (paragraph 14.5.) Individual Categories ANG Cinematographer of the Year Combat Camera Uncontrolled Action Controlled Action Editing Post-Production Editing Group Categories Documentary Production	1 Dec - 30 Nov	1 Dec

<u>ANG Pictures of the Year Awards</u> (paragraph 14.6.) Portfolio - ANG Photographer of the Year Individual Categories Combat Camera Picture Story News Feature Portrait/Personality Illustrative Photography Pictorial (military or non-military) Sports (military or non-military)	1 Dec - 30 Nov	1 Dec
<u>ANG Graphics Awards</u> (paragraph 14.7.) ANG Graphics Artist of the Year Individual Categories Illustration Dimensional Animation Publications Presentation	1 Dec - 30 Nov	1 Dec

**PUBLIC AFFAIRS (NGB-PA)
AWARD PROGRAMS**

Air Force Programs and Directives	Inclusive Dates	Due to ANG/ MPPSA
Excellence in Wing History Programs (paragraph 15.2.1. and AFI 36-2863)	1 Jan - 31 Dec	1 Jan
Excellence in Historical Publications (paragraph 15.2.2. and AFI 36-2863)	1 Jan - 31 Dec	1 Jan
Air Force Public Affairs Achievement Awards Program (paragraph 15.2.3. and SAF/PA call letter)	1 Jan - 31 Dec	Per Call Letter
Air National Guard Programs		
ANG Historical Awards (paragraph 15.3.)	N/A	N/A
The "Beckwith Havens" History of the Year Award		

The "Theodore C. Marrs" History of the Year Award The "Addison Baker" Special Achievement in History Award		
NGB Annual Media Contest (paragraph 15.4) ANG Broadcast Journalist ANG Print Journalist	1 Jan - 31 Dec	Per Call Letter

PRODUCTION AND QUALITY (ANG/PQ) AWARD PROGRAMS		
Air Force Programs and Directives	Inclusive Dates	Due to ANG/ MPPSA
Outstanding Productivity Contributing Officer/Airman of the Year (paragraph 16.2.1. and AFI 36-2830)	1 Oct - 30 Sep	1 Dec
AIAA Leadership in Quality Management Award (paragraph 16.2.2. and Call Letter)	N/A	N/A
Team Quality Award (paragraph 16.2.3.)	N/A	Per Call Letter

Attachment 3**SPECIAL TROPHY AND AWARD PROPOSAL****FOR THE**

(Proposed Name of Award)

PROPOSED:

1. Responsible OPR: AF _____ NGB _____
2. Sponsor:
3. Purpose or Objectives:
4. Eligibility:
5. Description of Award Element:
6. Frequency of Award:
7. Related Directives:
8. Criteria:
9. Nominating Procedures:
10. How Recipient is Determined and Notification Made:
11. Other:

DRAFT

NOMINATION FOR AWARD		
AWARD 19XX 12 Outstanding Airmen of the Year		CATEGORY AMN, NCO, SNCO
RANK/NAME OF NOMINEE (Last, First, Middle Initial) Sgt Public, John Q.		AWARD PERIOD 1 Jan XX - 31 Dec XX
DAFSC DUTY TITLE 3S051, Personnel Journeyman		SSN 123-45-6789
MAJCOM Air National Guard	UNIT/OFFICE SYMBOL/STREET ADDRESS Member's Duty Assignment	
BASE/STATE/ZIP CODE Tucson IAP, Arizona 85706-6051	TELEPHONE (DSN & Commercial) Member's Duty Phone Number	
RANK/NAME OF UNIT COMMANDER (Last, First, Middle Initial) This is the member's duty assignment unit commander		
SPECIFIC ACCOMPLISHMENTS (Use single spaced, bullet format)		
<p>- LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</p> <ul style="list-style-type: none"> - The member's leadership and job performance in primary duty, including the development of new techniques, must have contributed significantly to increased mission effectiveness during the nomination period. - Include participation in deployments/exercises, etc. <ul style="list-style-type: none"> - The impact of results of the accomplishments listed above: i.e., approximate number of dollars saved, number of work hours reduced, morale increased, etc. <p>- SIGNIFICANT SELF-IMPROVEMENT</p> <ul style="list-style-type: none"> - The member must have shown this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the nomination period. - Career Development Courses, Civilian Education, Community College of the Air Force, Toastmasters, NCO Academies, etc. <p>- LEADERSHIP QUALITIES</p> <ul style="list-style-type: none"> - Social, cultural, and religious activities. The member must have contributed tangibly or intangibly to the military or civilian community in the areas of welfare, morale, or status during the nomination period. - President of Kiwanis Club, NCO Academy Class President, Choir Director for local church, etc. <ul style="list-style-type: none"> - The impact or result of these leadership qualities. <p>- OTHER ACCOMPLISHMENTS</p> <ul style="list-style-type: none"> - The nature and results of the member's other accomplishments must set him/her apart from others of equal or higher rank. - Coaches Little League, member of ANG Honor Guard, participation in humanitarian missions, etc. <p>- AIR FORCE OR CIVILIAN AWARDS, PRIZES, AND TITLES</p> <ul style="list-style-type: none"> - List award name, date awarded, and a very brief description of why awarded if title does not explain. - 19XX ANG Outstanding Base-level Personnel Specialist, June 19XX. <p>- ARTICULATE AND POSITIVE REPRESENTATIVE OF THE AIR FORCE</p> <ul style="list-style-type: none"> - Demonstrated ability as an articulate and positive enlisted member of the USAF and ANG. - (Examples) Assisted in recruiting efforts at the Happy Street Fair resulting in 3 enlistments. - Addressed the committee for military affairs, heightening awareness of the Arizona Air National Guard as well as the Air National Guard. 		
<p>ADDITIONAL HINTS FOR PREPARATION: Be short, to the point, and specific. Use words describing action and impact (i.e., resulted in, developed, conserved, produced, etc.). Write-up must not exceed this area of the AF Form 1206 and is not signed. Limited to only those accomplishments occurring within the nomination period. All other information should be included in the Biography. Information should be consistent throughout nomination package - AF Form 1206, Biography, and Decor 6.</p>		

Attachment 5

SAMPLE BIOGRAPHY FORMAT

RANK / FULL NAME:

SSAN:

AFSC / DUTY TITLE:

EXAMPLE: Sergeant (name) was born in (city, state, date of birth). He attended grammar, junior high, and high school in (city) and graduated in (month, year). He worked for (company or organization) for a period of (number of years). During this time, he progressed from (entry level job) to (final position).

He entered military service in (month, year) for a period of (term of enlistment) with (branch of service). During military service, Sergeant (name) attended Aviation Preparatory School in Jacksonville, Florida, and then went to Memphis, Tennessee, where he attended Aviation Machinist School for Jet Aircraft Mechanics. In his new unit, he became responsible for all maintenance performed on four fighter aircraft assigned to his team.

After two years of active duty with (branch of service), Sergeant (name) returned to work for (company or organization) to work as (position) for (period of service). In (month, year) he went to work as an Engine Technician in a civilian capacity for the USAF at (base name, location). He attended a Jet Engine Mechanics Course on the J-47 engine in (year) and later that year attended a course on the electronic fuel turbo regulator for the A7-D aircraft. Later, Sergeant (name) advanced to a full-time quality control section leader position prior to going to work in the records section of the 140CSS in (month, year).

In the fall of (year), the unit was called to active duty in support of (reason or operation). Also during this time, he was a member of the first full class of NCOs to graduate from the ANG NCO Academy at McGhee-Tyson ANG Station in 1968. In (year), he received Phase I of the Supervisor's Management Training and completed Phase II of this training in (year). Also beginning in (year), he completed a civilian building trades vocational school at night using crayons and an old oil lamp. In (year), he also completed another formal technical school pertaining to the Thermo-nuclear solidity of ice water and anti-matter.

In (year), he completed two semesters of college with the State Community College. Sergeant (name) was instrumental in the smooth transition from one system to another. He has since attended several management courses and seminars to enhance his supervisory capabilities. These courses included Documentation Program Management in (year), the Watt Filing System Seminar in (year), Productivity Enhancement Through Negative Ion Bombardment in (year), and the Prevent of Sexual Harassment in (year).

Attachment 6a

**CITATION TO ACCOMPANY THE AWARD OF
THE AIR FORCE OUTSTANDING UNIT AWARD
TO THE
142D FIGHTER INTERCEPTOR GROUP**

The 142d Fighter Interceptor Group, Oregon Air National Guard, distinguished itself by exceptionally meritorious service from 1 January 1984 to 31 December 1985. During this period, the 142d Fighter Interceptor Group performed a highly successful European deployment, the largest peacetime deployment in Air National Guard history, during which a unit training and readiness exercise was accomplished with outstanding results. Additionally, the 142d Fighter Interceptor Group competed in the William Tell 1984 Air-to-Air Weapons Meet. They were awarded the Richard I. Bong Trophy as the overall best F-4 team at the Meet. They were also the 1984 recipient of the Spaatz Trophy, recognizing them as the most outstanding Air National Guard flying unit. The distinctive accomplishments of the members of the 142d Fighter Interceptor Group reflect great credit upon themselves and the United States Air Force.

NOTES:

1. Margins - top and sides - 1 to 1 1/2 inches.
2. Citation should not exceed 15 lines.
3. OPENING and CLOSING sentences **WILL NOT** change.
4. The State Air National Guard must be identified in the first line.

Attachment 6b**CITATION TO ACCOMPANY THE AWARD OF****THE AIR MEDAL
(SECOND OAK LEAF CLUSTER)****TO****DANA C. GREEN**

Captain Dana C. Green distinguished himself by meritorious achievement while participating in sustained aerial flight as an F-4G Weapons System Officer, 190th Fighter Squadron, 4404th Composite Wing (Provisional), King Abdul Aziz Air Base, Kingdom of Saudi Arabia, from 22 August 1993 to 25 September 1993. During this period, Captain Green exhibited outstanding airmanship and courage conducting combat sorties as part of Operation SOUTHERN WATCH. This action was directly responsible for deterring further Iraqi violations of long-standing United Nations' resolutions. With the successful accomplishment of these missions, Captain Green demonstrated outstanding proficiency and steadfast devotion to duty. The professional ability and outstanding aerial accomplishments of Captain Green reflect great credit upon himself and the United States Air Force.

NOTES:

1. Type widthwise, 11 x 8-1/2 inches.
2. Margins - top and sides - 1 to 1-1/2 inches.
3. Bottom margin - 3 inches.
4. Delete line 3 if oak leaf cluster is to be awarded.
5. Citation should not exceed 15 lines.
6. OPENING and CLOSING sentences will be as indicated in AFI 36-2803.
7. Original citation will not include the individual's SSN.
8. All copies will have the individual's SSN type 2 spaces after the name (do not center the name with SSN).

Attachment 7

SAMPLE FACT SHEET

NAME OF AWARD:

FROM: Air National Guard

INCLUSIVE DATES
OF ACHIEVEMENTS:

NOMINEE: (Full Name)

GRADE:

SSAN:

DATE OF BIRTH:

HEIGHT/WEIGHT:

PRESENT ORGANIZATION
AND STATION:

PROJECTED ASSIGNMENT
AND REPORTING DATE: (If Applicable)

PERMANENT HOME ADDRESS:

MILITARY STATUS: (AGR/Technician/Traditional Guard Member)

DUTY AFSC:

NOMINATED FOR: Give a brief summary in three or four sentences which states what makes the member outstanding and stand out above his/her contemporaries.

Attachment 8

ANG OUTSTANDING SOCIAL ACTIONS OFFICE OF THE YEAR AWARD WORKSHEET

ITEM

PARTICIPATING STATES

SECTION I

Fact sheet identifying the Social Actions Office
and containing required information

Required narrative limited to 4 single-spaced
typewritten pages (including inspection report
and NGB Forms 30 and 30-1)

SECTION I TOTAL

SECTION II

Human Relations Education Programs

- preplanning for schedule
- lesson planning
- attendance (to include Sr. NCOs and officers
and newcomers orientation)

Human Relations Council

SECTION II TOTAL

SECTION III

Drug and Alcohol Abuse/Control

- education of drug and alcohol abuse through
a drug and alcohol control committee
- use of television
- newspapers
- classroom instruction
- orientation programs
- dissemination of information/referral programs

SECTION III TOTAL

SECTION IV

Implementation and assessment of Affirmation Action

Plan objectives

- Progress in representation of:
 - minority officers
 - ethnic officers
 - female officers
 - minority enlisted
 - ethnic enlisted
 - female enlisted
- Accession of new members compared to local
demographic ratio, and other objectives

Tracking system for complaints

SECTION IV TOTAL

SECTION V**Community Involvement/Interaction with Organizations**

-Urban League	_____	_____	_____	_____	_____
-Alcoholics Anonymous	_____	_____	_____	_____	_____
-Drug Clinics	_____	_____	_____	_____	_____
-Other	_____	_____	_____	_____	_____

SECTION V TOTAL

_____	_____	_____	_____	_____
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SECTION VI**Unusual Programs/Significant Achievements During Reporting Year**

-Conferences	_____	_____	_____	_____	_____
-Workshops	_____	_____	_____	_____	_____
-Recruiter/Retention program	_____	_____	_____	_____	_____
-Sexual Harassment Training/Programs/Education	_____	_____	_____	_____	_____
-Staff Assistance Visits	_____	_____	_____	_____	_____

SECTION VI TOTAL

_____	_____	_____	_____	_____
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NOTES:

1. A total of 10.0 points may be awarded for each section.
2. Points will be awarded in increments of 1.0.
3. Greater consideration will be awarded for the implementation of new/innovative programs during current fiscal year for "maintenance" programs.
4. Greater consideration will be awarded for successful recruitment of minority/female officers and enlisted personnel during current fiscal year.

Attachment 9
ENTRY FORM

Name/Rank of Entrant _____

Primary AFSC _____

Organization _____

Mailing Address _____

DSN/Commercial Phone Number _____

Competition Entered: Photo _____ Graphic _____ Video _____

Category/Number of Entries:

PHOTO: Picture Story _____ News _____ Feature _____ Portrait/Personality _____
 Pictorial _____ Sports _____ Illustrative _____ Combat Camera _____

Portfolio Submission? Yes _____ No _____

GRAPHIC: Illustration _____ Computer _____
 Multi-Dimensional _____ Display _____

Portfolio Submission? Yes _____ No _____

VIDEO: Combat Camera _____ Uncontrolled Action _____ Controlled Action _____
 Documentary _____ Production _____ ANG COY Portfolio _____

All entries adhere to the outlined rules for each competition and category, and are releasable through the ANG. Entrant is assigned to a Visual Information AFSC.

Signature of Supervisor (MUST BE SIGNED) _____

Only one form per individual is required. If handwritten, must be legible.

Attachment 10

ENTRY IDENTIFICATION LABEL
(one label required per entry)

Competition _____

Category _____

Portfolio Submission (where applicable)? Yes _____ No _____

Name/Rank/SSAN _____

Organization/Address _____

DSN/Commercial Phone Number _____

Caption Information (include- [photo: caption] [graphic: caption] and utilization or purpose of the image/video:
cover story, scene list, location of shot):

Attach additional sheet as necessary. If handwritten must be legible.